HELP GUIDE

# ROBISEARCH LIMITED

Email: info@robisearch.com / robisearch@gmail.com / www.Robisearch.com

# ROBIPOS POINT OF SALE SYSTEM

## Advantages of Robipos POS

1. Very fast customers checkout.

2.Elegant and fast invoicing that can be printed or emailed to your clients.

3.Know how much stock you have and when you need to order new stock

4.Fast purchase order generation that can be emailed to suppliers instantly

5.Identify your dead stock to enable you to deal with it

6.Identify your near expiry stock and sell before it expires

7.Identify your busy periods by month, week, day, day of week and even hour of the day

8.Compare your sales by year, month, week, day or even day of week

9.Help you to allocate staff hours efficiently thus saving you money

10.Have the right stock always, so no over stocking that tie up your cash, or under stocking to lose customers to your competitors

11.Collect your money on time by sending email reminders and statements to clients

12.Cut down your accountant bills by providing your accountant with precise information

13.Identify your good staff and reward them to help boost your sales

14.Process credit card on the net saving you line rentals and expensive operator mistakes

15.Generate more sales using the built in emailing to send promotions to existing clients

16. **Know your business financial position at any time by the press of a button**
17. **Barcode your stock to help eliminate errors and speed up the sales process**
18. **Combine different part numbers for the same stock under one code**
19. **Order stock from your suppliers using their own part numbers and much more….**

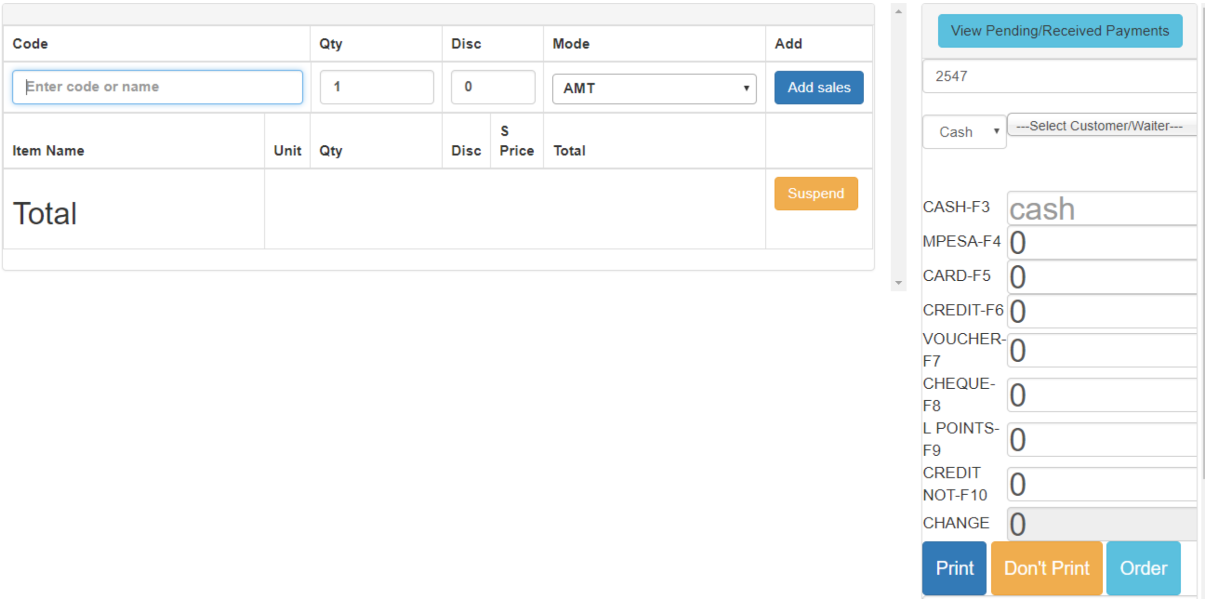
# TABLE OF CONTENT

## How do I make a sale?

Click on sales module which is on the dashboard

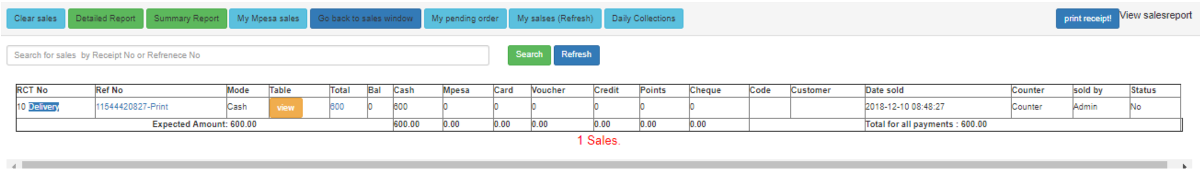

Enter the code or name of the product, enter the quantity of the product being sold, the click on add sales button. Select the mode of payment and enter the amount of money paid by the customer. Then click print or don't print.

Click print if you can print the receipt and press don't print if you don't have a printer.



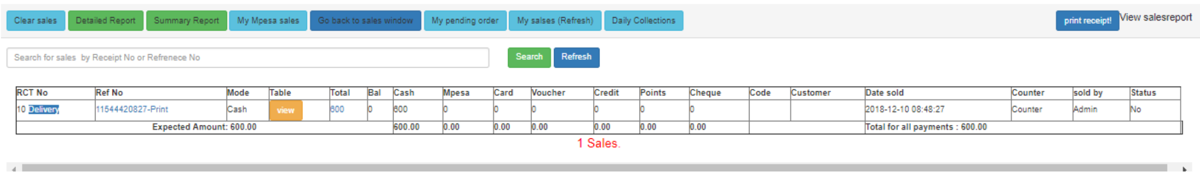

Click on Cashier sales module.to view sales made by the cashier.


View the sales made.




## How to return a good?

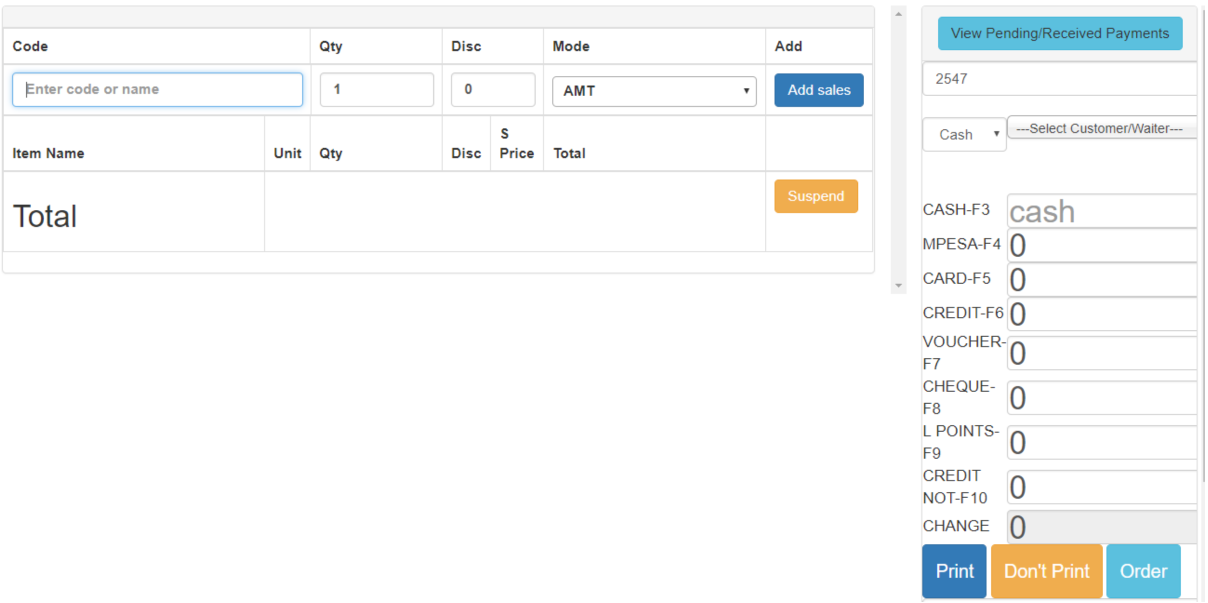
After making a sale, go to cashier sales module. Go to the product sold.




Click on the “view” button

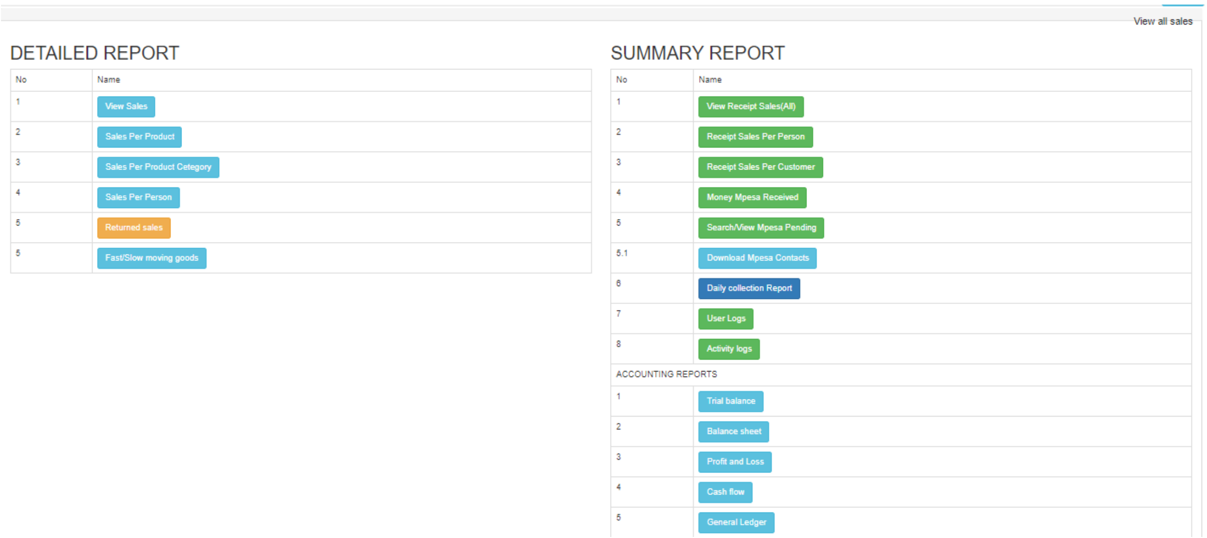

Click on return button then Click on the close bill button.

It will take you back to the sales button if one wants to exchange a product.




## View returned sales

If you want to view the returned sales or if a good was returned,Go to manage report module.



View all sales

DETAILED REPORT

| No | Name |
|---|---|
| 1 | View Sales |
| 2 | Sales Per Product |
| 3 | Sales Per Product Category |
| 4 | Sales Per Person |
| 5 | Returned sales |
| 5 | Fast/Slow moving goods |

SUMMARY REPORT

| No | Name |
|---|---|
| 1 | View Receipt Sales(All) |
| 2 | Receipt Sales Per Person |
| 3 | Receipt Sales Per Customer |
| 4 | Money Mpesa Received |
| 5 | Search/View Mpesa Pending |
| 5.1 | Download Mpesa Contacts |
| 6 | Daily collection Report |
| 7 | User Logs |
| 8 | Activity logs |
| ACCOUNTING REPORTS | |
| 1 | Trial balance |
| 2 | Balance sheet |
| 3 | Profit and Loss |
| 4 | Cash flow |
| 5 | General Ledger |

Click on the “returned sales” button.

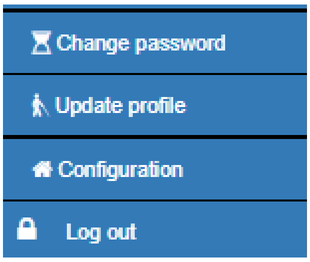

# Another way to return goods

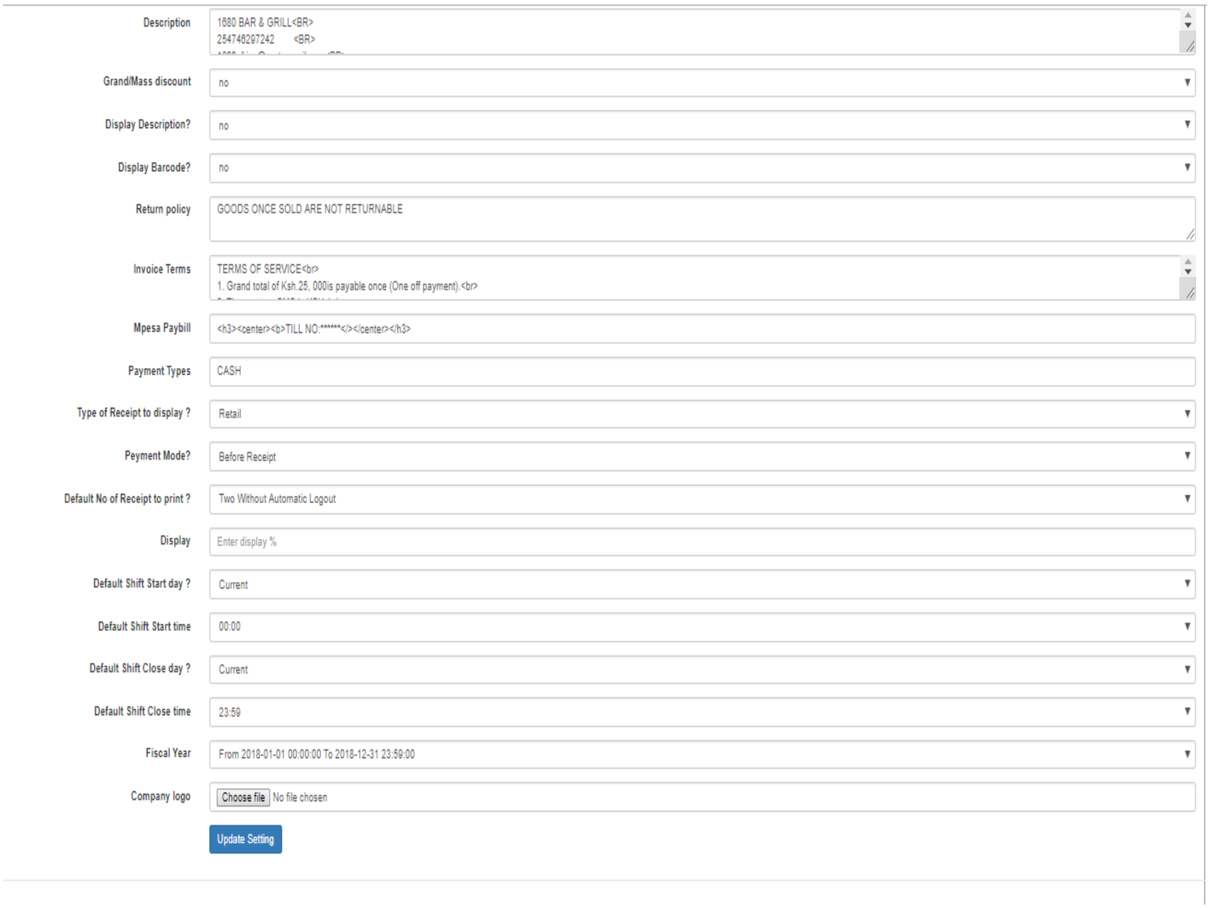
On the dashboard click on the “Return/reprint sales”.


Then enter the receipt number of the sales that you would want to return.

# How to configure the system so that your receipt has your business details

On the dashboard, click on the “configuration” button.



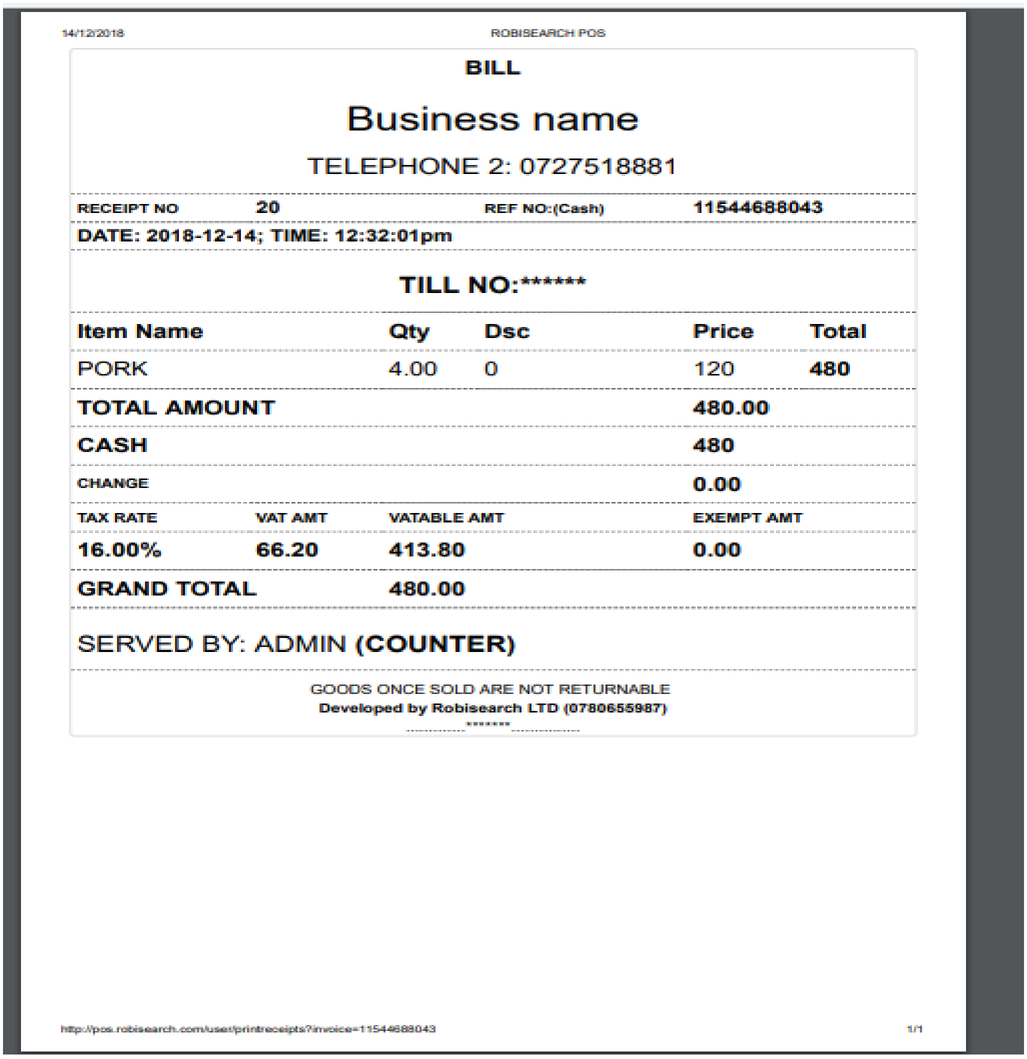

Enter the business name between the **<h1>** and **</h1>**

The phone number of the business in the fields. If the business has two phone numbers, enter one in **phone 1** and the second number on **phone 2.**

Enter the rest of the details too.

When you cheque the receipt you will notice that the details are displayed just the way you entered the details.

*In this example the business name was "Business name".*



14/12/2018 ROBISEARCH POS

**BILL**

Business name

TELEPHONE 2: 0727518881

| | | | | |
|---|---|---|---|---|
| **RECEIPT NO** | **20** | | **REF NO:(Cash)** | **11544688043** |

**DATE: 2018-12-14; TIME: 12:32:01pm**

**TILL NO:********

| Item Name | Qty | Dsc | Price | Total |
|---|---|---|---|---|
| PORK | 4.00 | 0 | 120 | **480** |

| | |
|---|---|
| **TOTAL AMOUNT** | **480.00** |
| **CASH** | **480** |
| **CHANGE** | **0.00** |

| TAX RATE | VAT AMT | VATABLE AMT | EXEMPT AMT |
|---|---|---|---|
| **16.00%** | **66.20** | **413.80** | **0.00** |

**GRAND TOTAL** **480.00**

SERVED BY: ADMIN **(COUNTER)**

GOODS ONCE SOLD ARE NOT RETURNABLE
**Developed by Robisearch LTD (0780655987)**

http://pos.robisearch.com/user/printreceipts?invoice=11544688043 1/1

# WHOLESALE

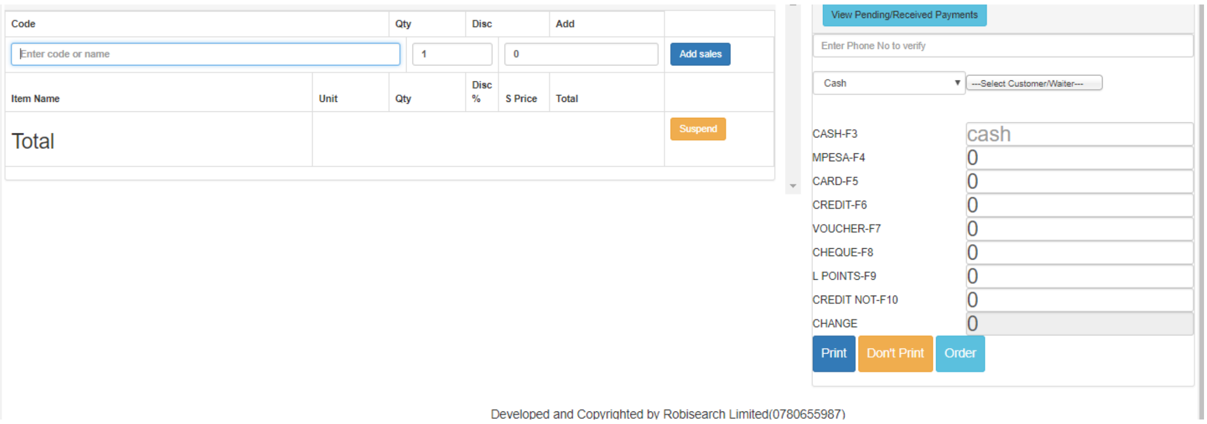
The wholesale module is just like the sales module but the difference is in quantity. The quantity of the product is in bulk.

For example, *when the quantity of a 1 crate of eggs can mean 32 eggs.*

Click on wholesale module.


The unit of measurement (UOM) is added when adding a product where the unit of measurement is given.

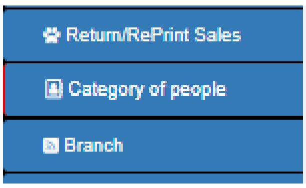
Enter the product code or name, the quantity then click on **add sale.** Then enter the payment and its mode and print the receipt if the business has a printer and click on "don't print" if the business has no printer.



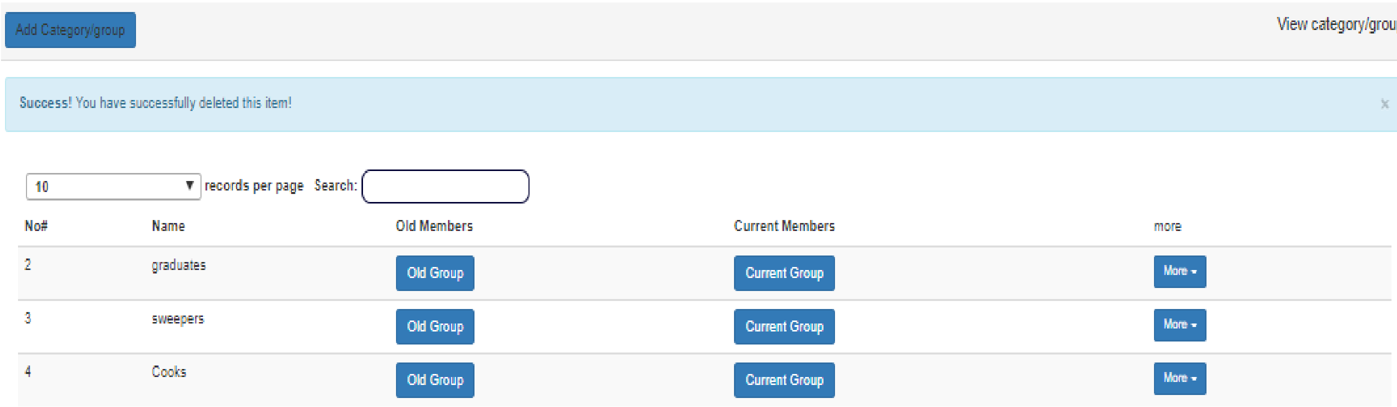

# CATEGORY OF PEOPLE

This module is where you add the different employees of the organization. *For example cleaners, suppliers.*

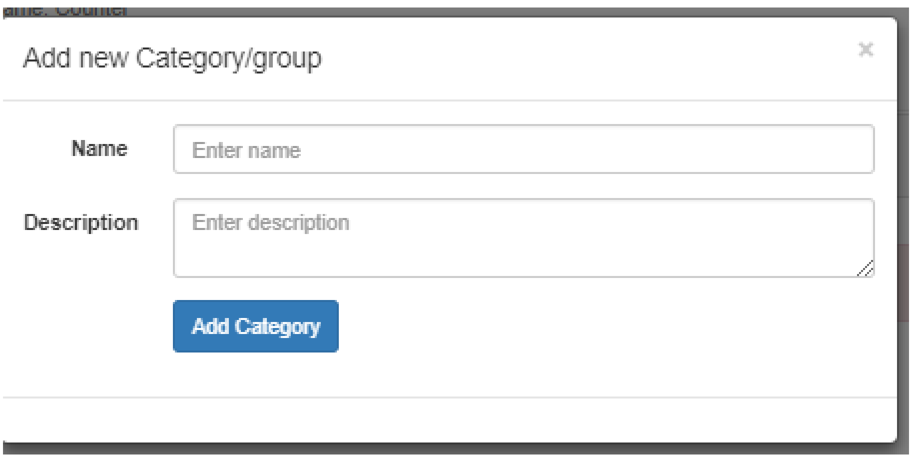
Click on "category of people" module.



Here you will be able to view all the categories of people that you'll have added.



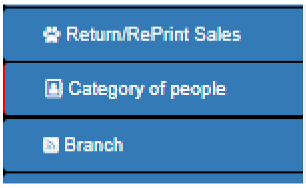

Click on "add category/group" to add a category or group. Enter the name of the category e.g *Cleaners* and then the description *e.g this category of people are supposed to clean the compound and the office.* Then click "add category" button.



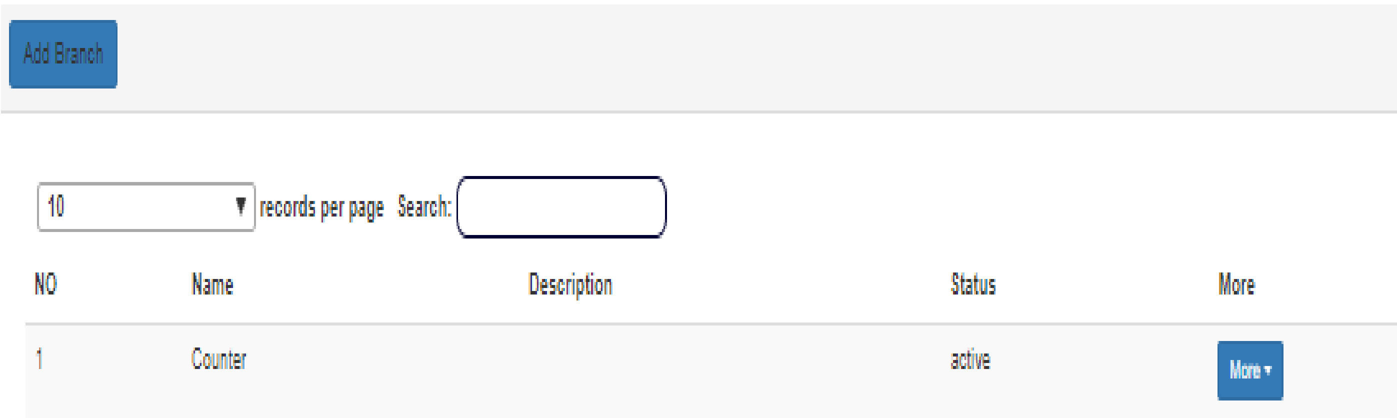
# HOW TO ADD A BRANCH.

A business can have several branches in different places.This module enables one to add the different branches.

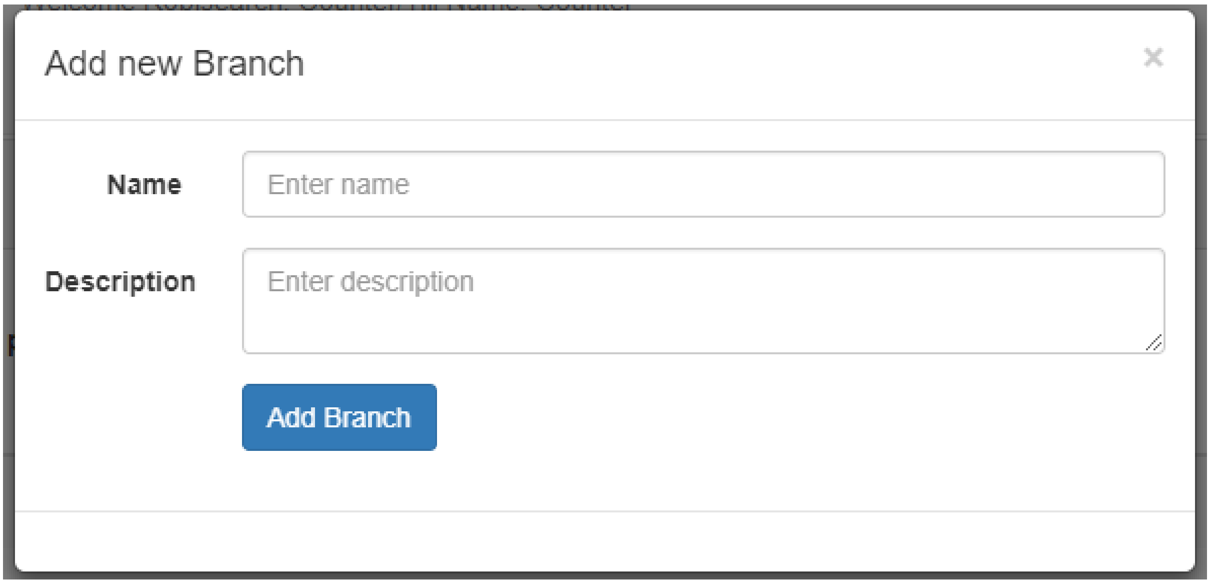
Click on the “Branch” module.




You’ll be able to view all the branches of your business if you’ve added them before.




Click on the “add branch” button.Enter the name of the branch *e.g Juja branch or Nairobi branch.*Enter the description of the branch and click on "Add branch" button.




## HOW TO ADD AND MANAGE People/contacts

This module enables you to add the people in your business into the system and group them.

Click on the "People/contacts" module

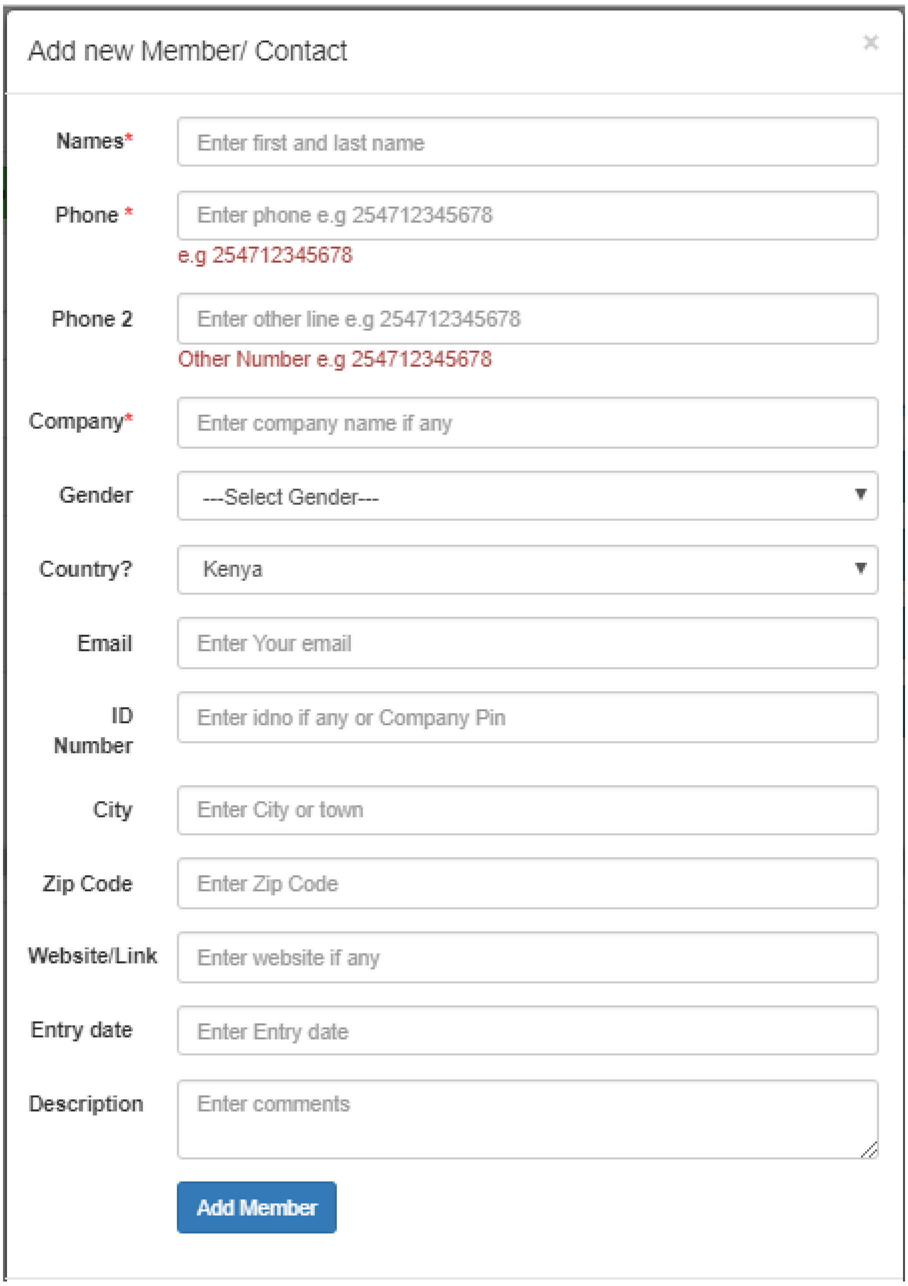
You'll be able to view all the people/contacts that you've added in the system.

Click on “add member” button to add a contact.

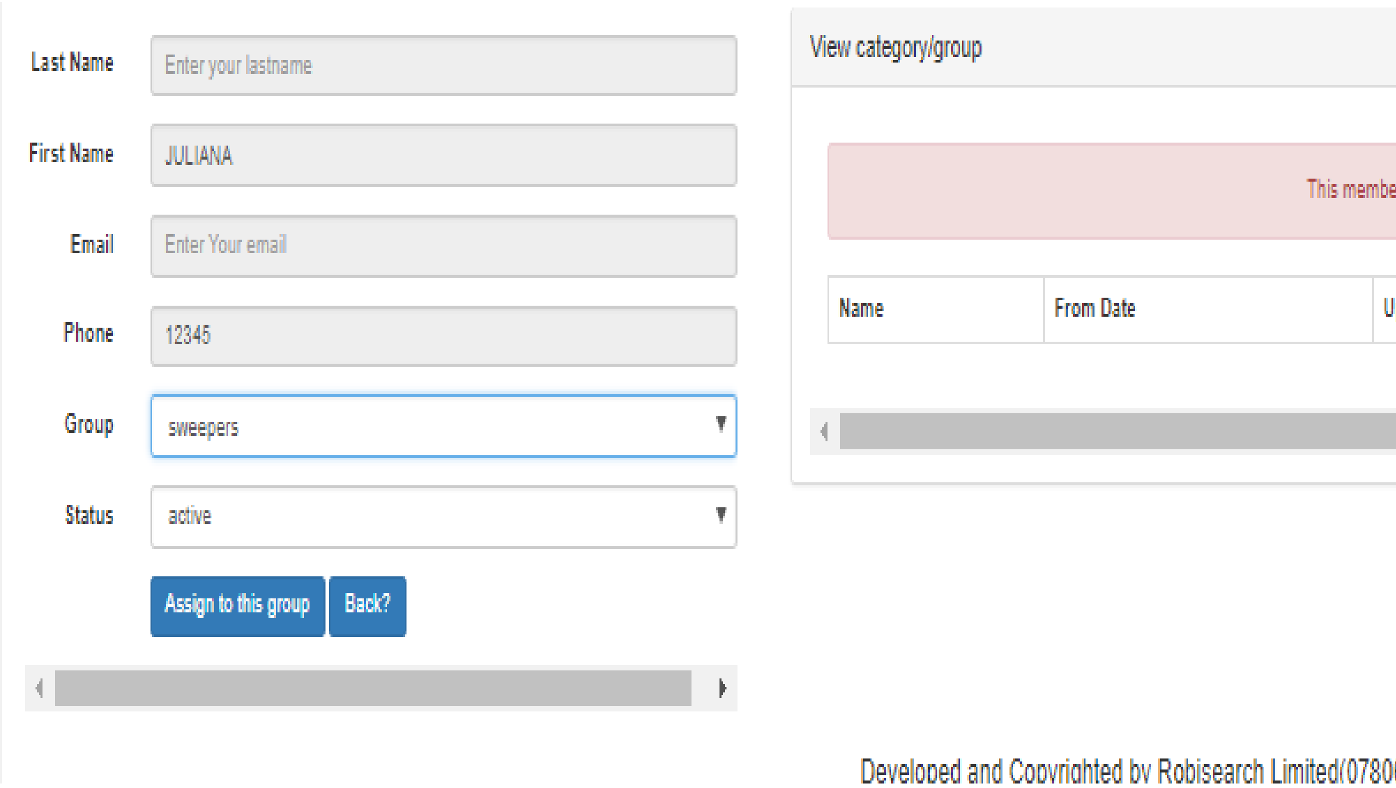
The form below will pop up. Enter the person’s details then click on “Add member” button.

In order to upload the members in bulk click on member upload, upload an excel file (preferably csv, comma delimiter, you’ll see this when saving the excel file) which has the details of the members.

If you need to download a template of how the excel sheet should look like click on “download bulk member template” button to see the order of the details of the people that you should enter in the excel sheet.




When you want to group the person to a specific category/group, click on “group” button.



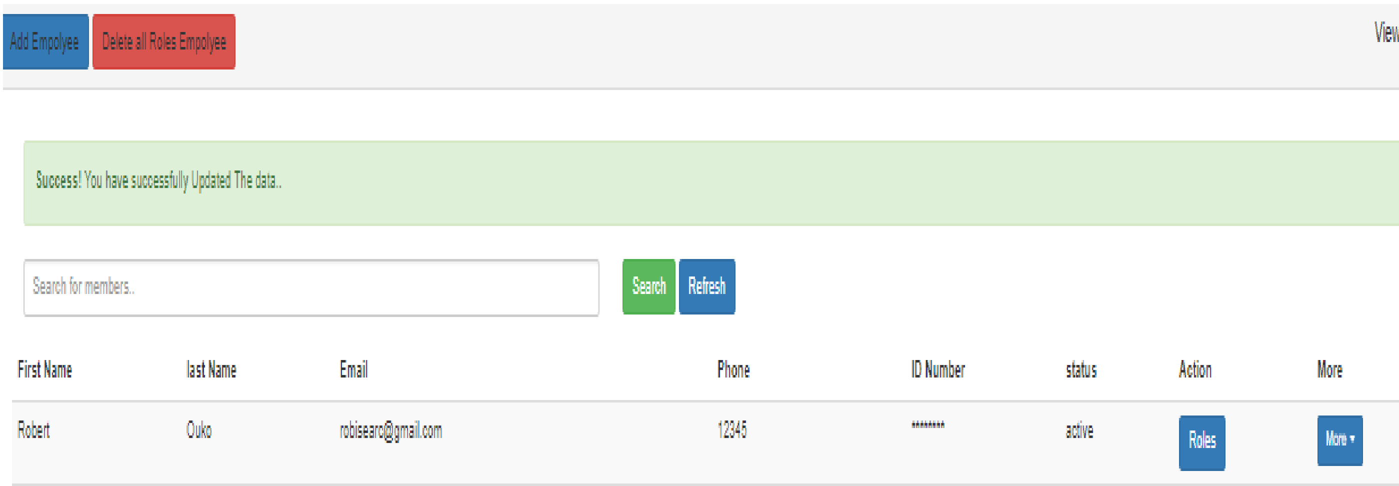

It will take you to the above page. Choose the group and the status of the person. Click on the "Assign to this group" button.

## How to add a user

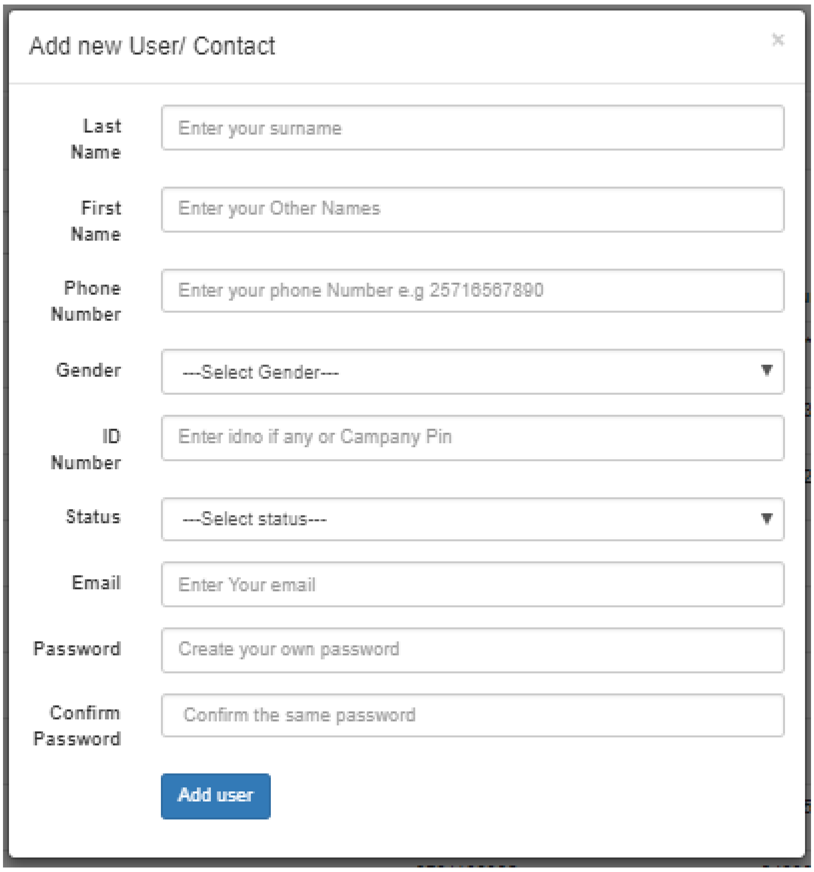
This module deals with adding the employees of the business.

Click on "user" button.

You'll be able to view all the employees that you've added into the system




Click on "add employee" button. A form will pop up. Enter the details of the user then click on "Add user".

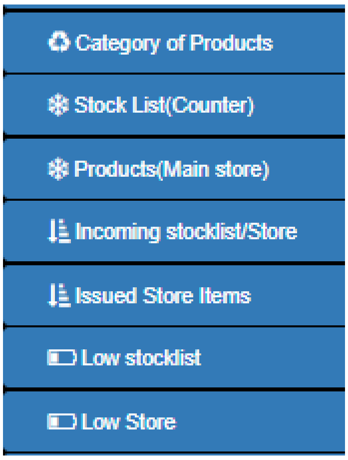



When you want to give the users roles as the admin, click on "Roles" button. You'll be able to give each user roles.

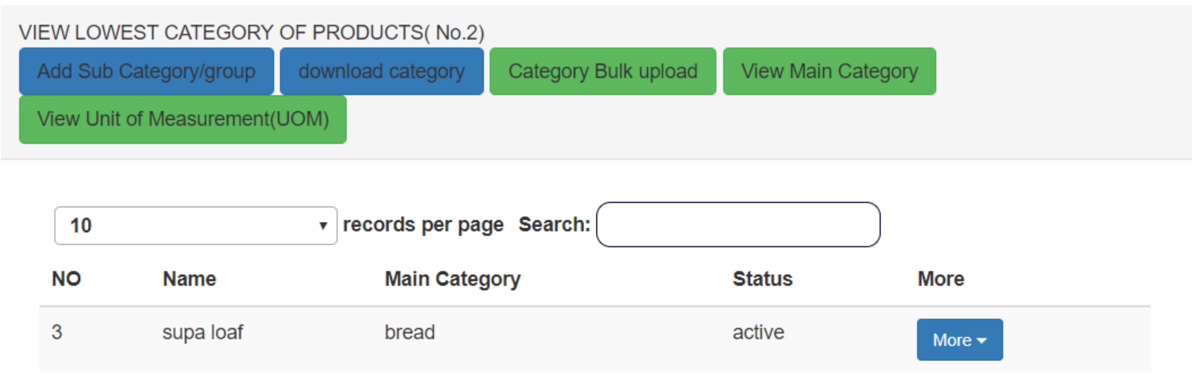
# Category of products

In this module, the subcategory and main category of products are created.

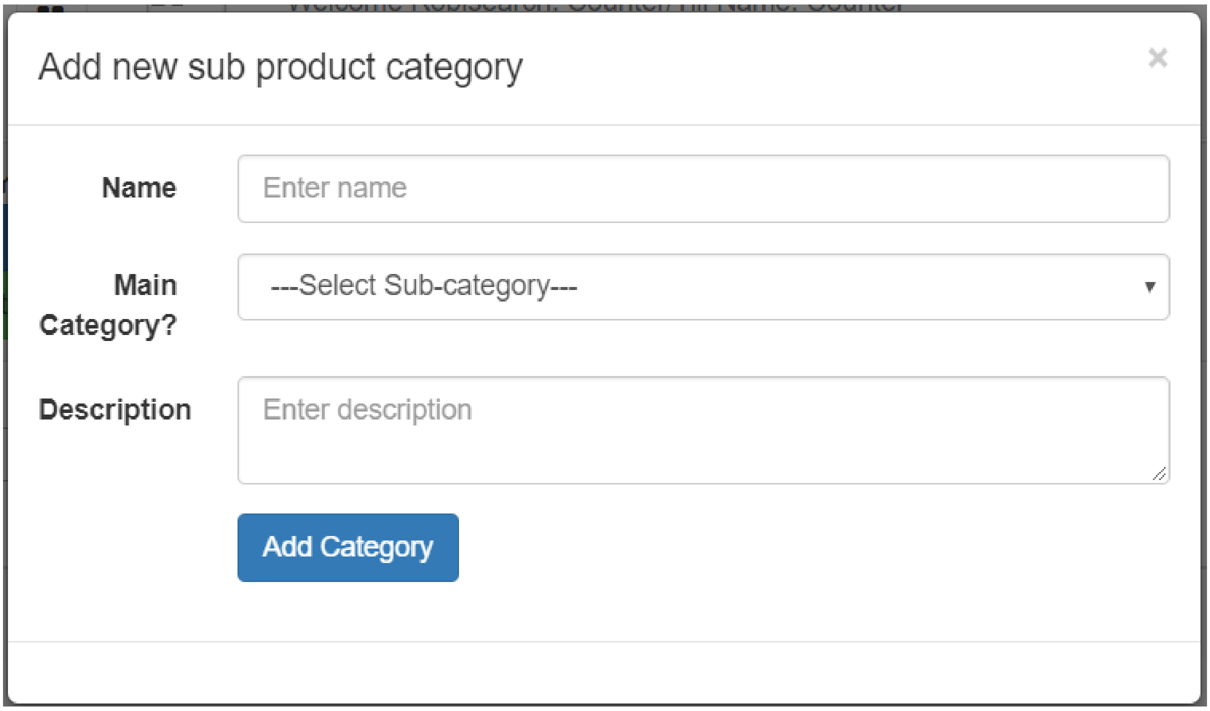
Click on Category of products module.



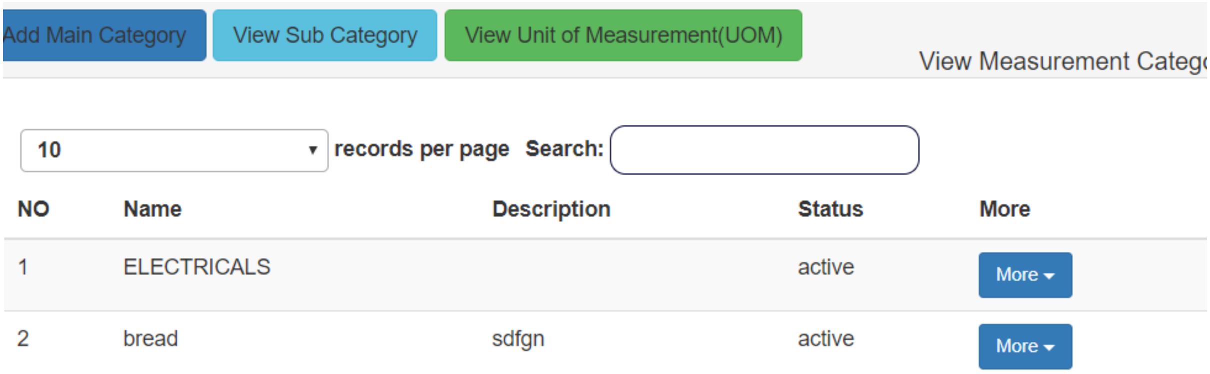

After clicking on the module, you'll be able to view all the subcategories of products. *Subcategory examples are utensils where by the product is spoon. And the main category is supermarket.*



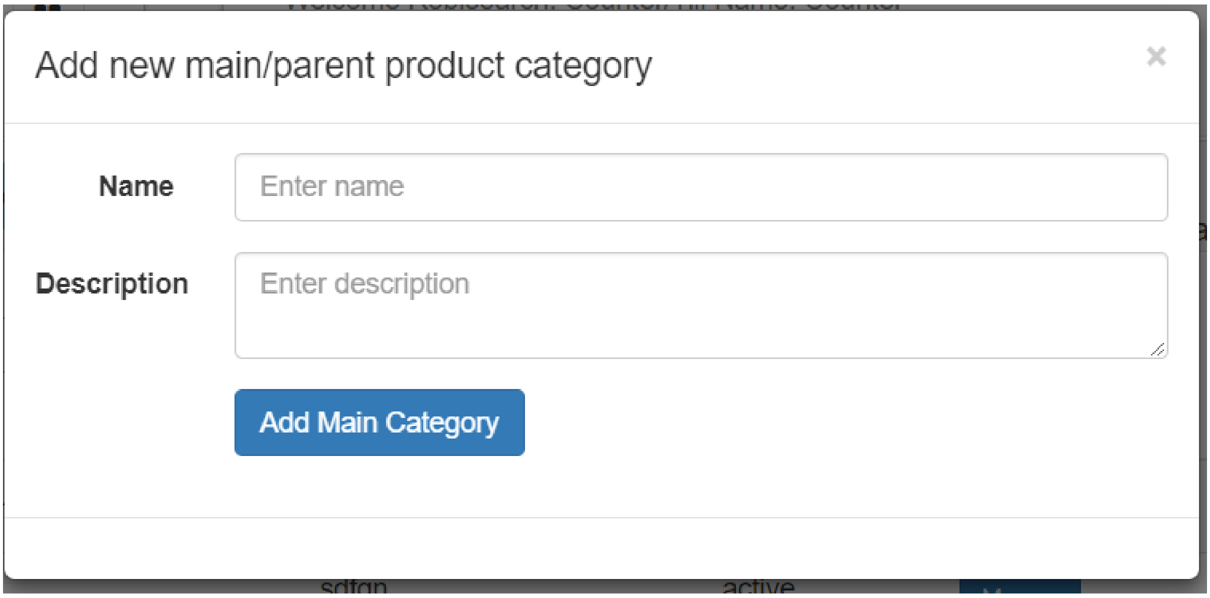
On clicking on subcategory, a form will pop up. Enter the details of the subcategory and specify in which category it is in.




Clicking on "view main category" you will be able to view all main categories.

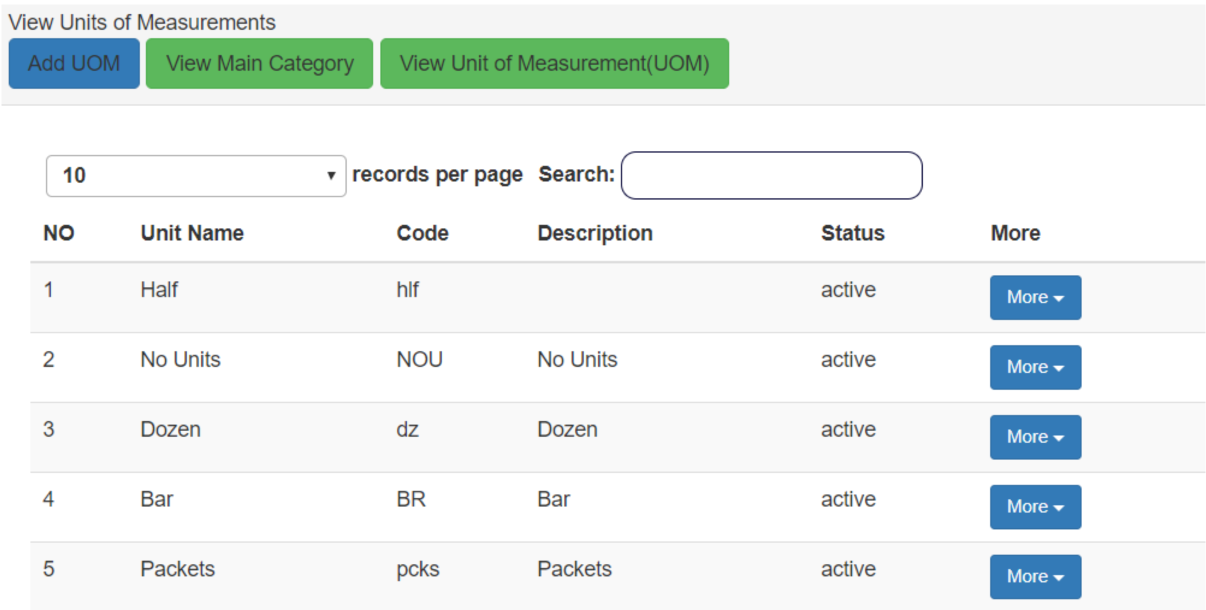



Clicking on "add main category", a form will be able to pop up .Enter the name and description of the main category. Then click on "add main category" button.



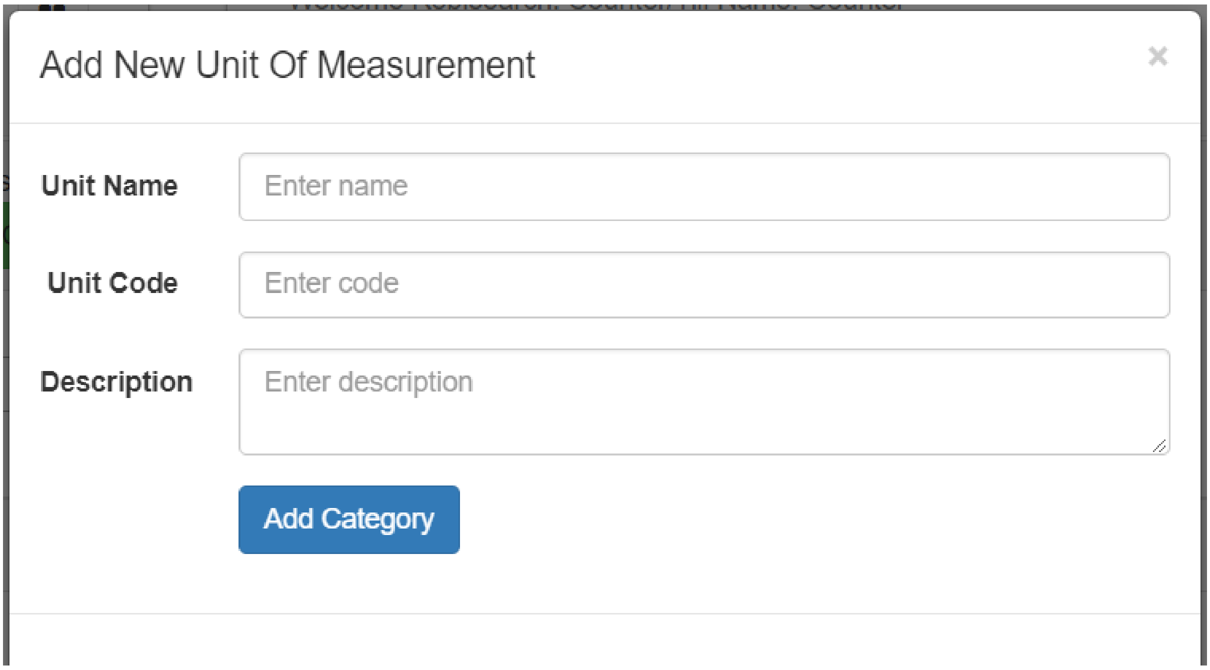

## View uom

Clicking on the “view UOM” button, you will be able to view all units of measurements.




| NO | Unit Name | Code | Description | Status | More |
|---|---|---|---|---|---|
| 1 | Half | hlf | | active | More |
| 2 | No Units | NOU | No Units | active | More |
| 3 | Dozen | dz | Dozen | active | More |
| 4 | Bar | BR | Bar | active | More |
| 5 | Packets | pcks | Packets | active | More |

The “add UOM” button will enable you add a new unit of measurement.

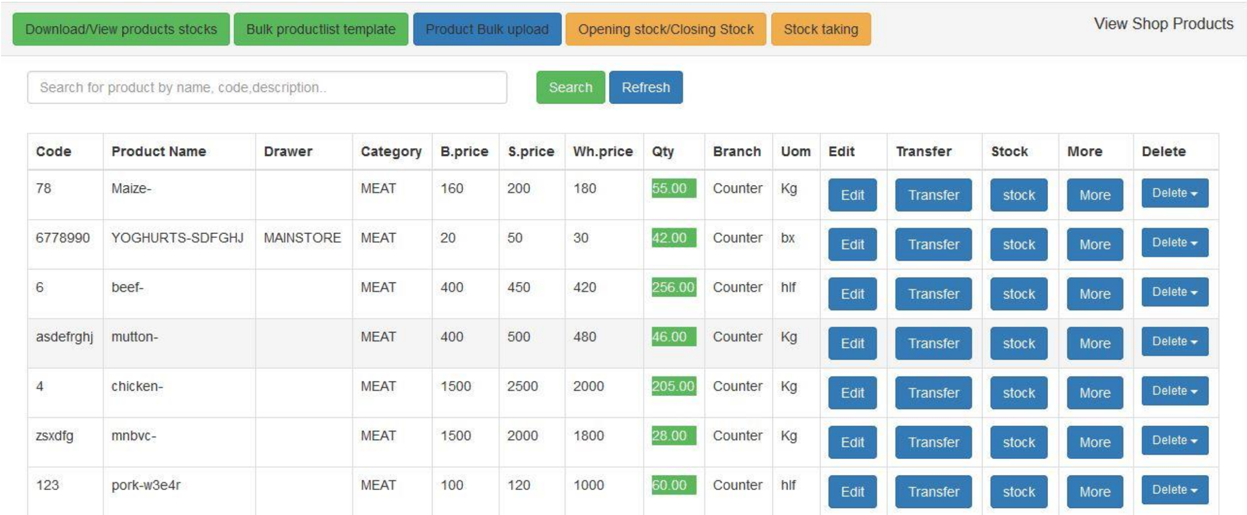



## STOCKLIST (COUNTER)

Click on stock list module

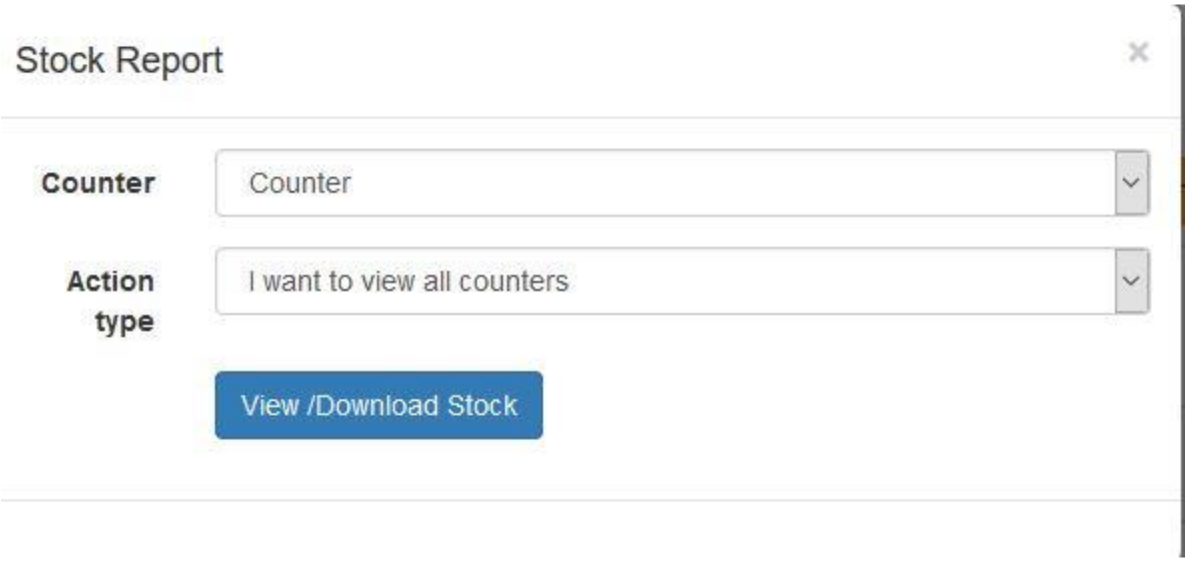

How to view/download stock

Click on download/view product stocks




| Code | Product Name | Drawer | Category | B.price | S.price | Wh.price | Qty | Branch | Uom | Edit | Transfer | Stock | More | Delete |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 78 | Maize- | | MEAT | 160 | 200 | 180 | 55.00 | Counter | Kg | Edit | Transfer | stock | More | Delete |
| 6778990 | YOGHURTS-SDFGHJ | MAINSTORE | MEAT | 20 | 50 | 30 | 42.00 | Counter | bx | Edit | Transfer | stock | More | Delete |
| 6 | beef- | | MEAT | 400 | 450 | 420 | 256.00 | Counter | hlf | Edit | Transfer | stock | More | Delete |
| asdefrghj | mutton- | | MEAT | 400 | 500 | 480 | 46.00 | Counter | Kg | Edit | Transfer | stock | More | Delete |
| 4 | chicken- | | MEAT | 1500 | 2500 | 2000 | 205.00 | Counter | Kg | Edit | Transfer | stock | More | Delete |
| zsxdfg | mnbvc- | | MEAT | 1500 | 2000 | 1800 | 28.00 | Counter | Kg | Edit | Transfer | stock | More | Delete |
| 123 | pork-w3e4r | | MEAT | 100 | 120 | 1000 | 60.00 | Counter | hlf | Edit | Transfer | stock | More | Delete |

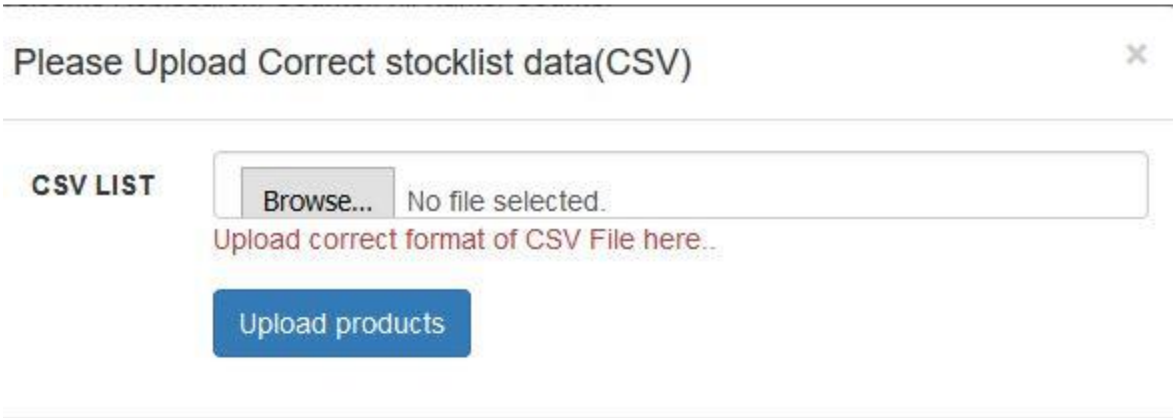
Then fill the form below, then click on view/downloads button.do




How to upload a product list.

Click on product upload list button

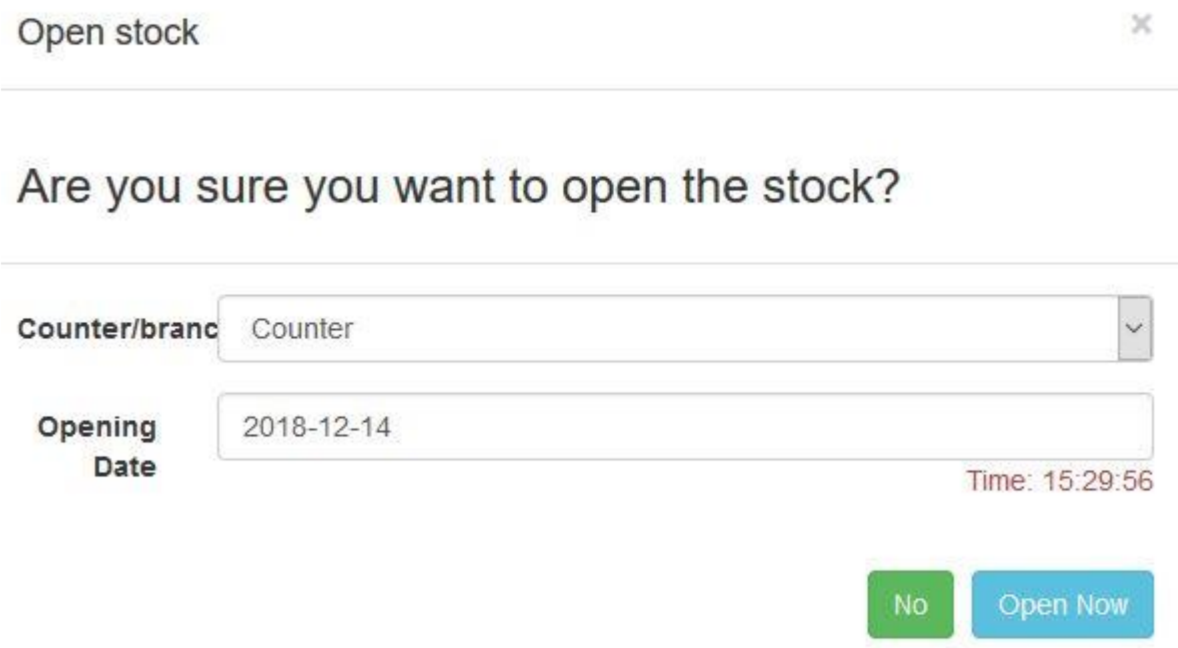
Then on the form, click browse and select the product list you want to upload the click “upload product “button.




How to open a stock.

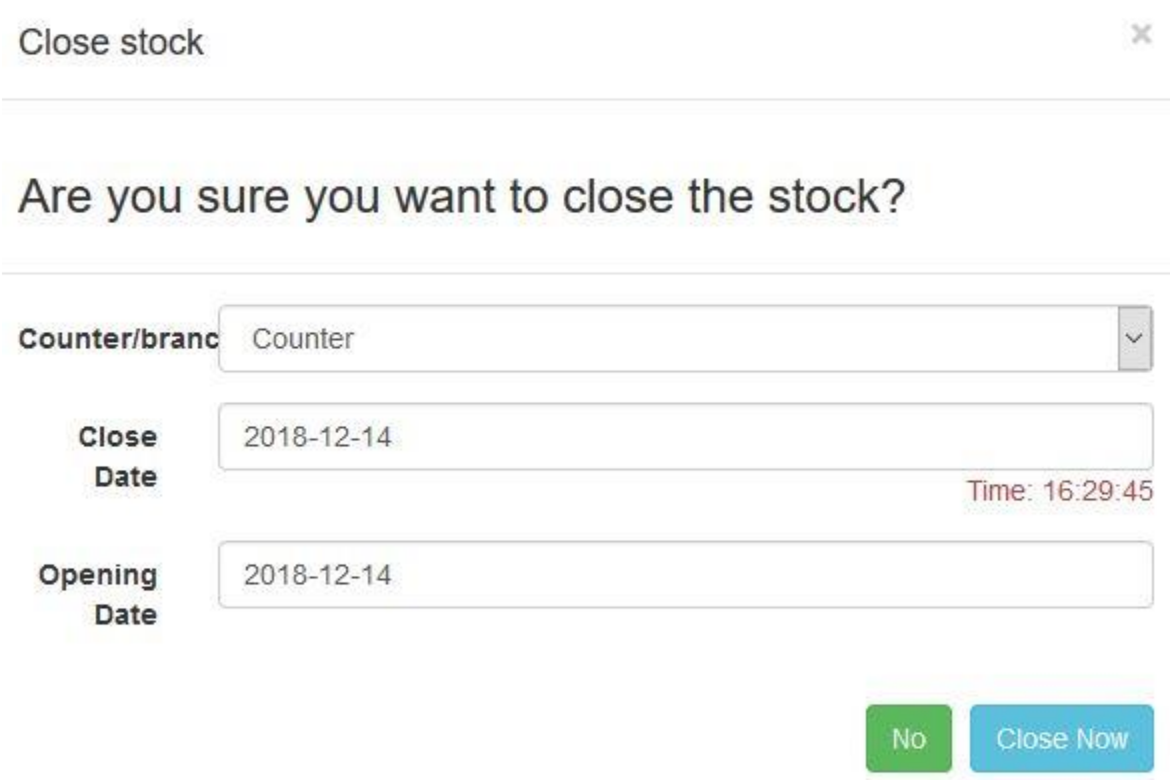
Click on open/close stock button on toolbar, then click on open stock button and fill the form.

After filling the form click the “open now” button.




How to close a stock,

Click on open/close stock, then click on close button then fill the form below. After filling the form click on "close" button.




How to download stock

Click on open/stock button, then click on download button and fill the in the form then after filling the page, click "download now" button.

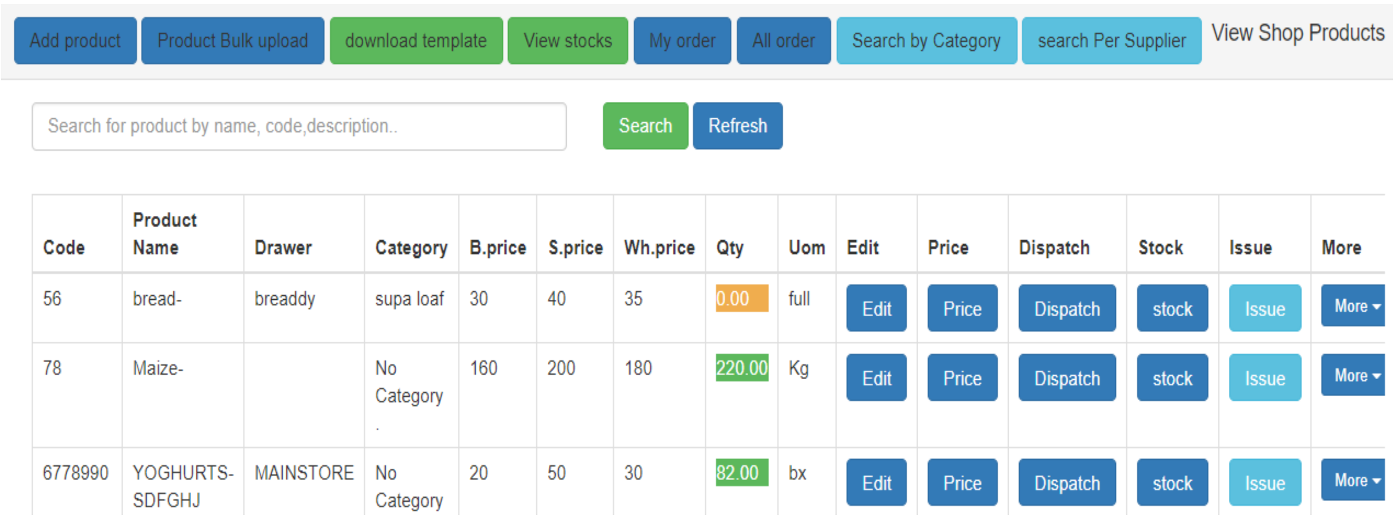
## Product main store

This module is where by a new product is added in the system. The **price** button allows the one with the role of changing product price to change the product price.

The button **Dispatch** is transferring a product from the main store to the counter.

The **stock** button enables one to add more stock of a product.

The **issue** button enables you to transfer a product from the main store for personal use by the business. For example yoghurt given to employees in a supermarket.



The product bulk upload button enables you to upload products to the system in bulk. You can upload them in an excel sheet. You can the template by clicking on **download template** button.

## Manage Report

DETAILED REPORT

| No | Name |
|---|---|
| 1 | View Sales |
| 2 | Sales Per Product |
| 3 | Sales Per Product Cetegory |
| 4 | Sales Per Person |
| 5 | Returned sales |
| 5 | Fast/Slow moving goods |

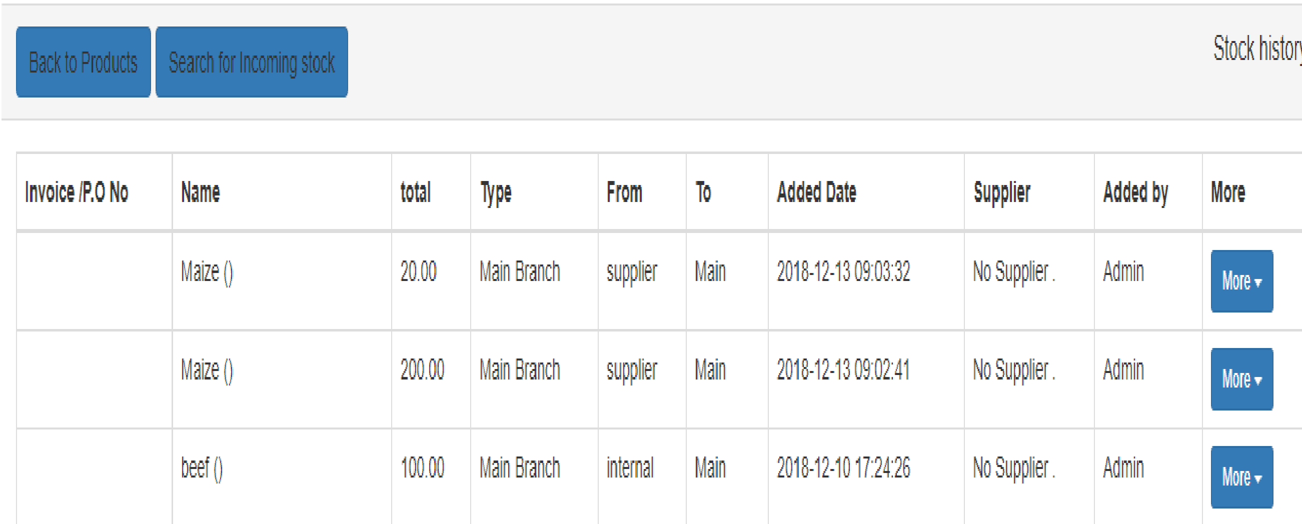
## SUMMARY REPORT

| No | Name |
|---|---|
| 1 | View Receipt Sales(All) |
| 2 | Receipt Sales Per Person |
| 3 | Receipt Sales Per Customer |
| 4 | Money Mpesa Received |
| 5 | Search/View Mpesa Pending |
| 5.1 | Download Mpesa Contacts |
| 6 | Daily collection Report |
| 7 | User Logs |
| 8 | Activity logs |
| ACCOUNTING REPORTS | |
| 1 | Trial balance |
| 2 | Balance sheet |
| 3 | Profit and Loss |
| 4 | Cash flow |
| 5 | General Ledger |
| 6 | Journal entry |

## Incoming stock list

This module is able to show you stock that is being transferred from the main store to the counter.

On clicking on the “incoming stock list”, you’ll be able to view the stock being transferred from the main store to the counter.



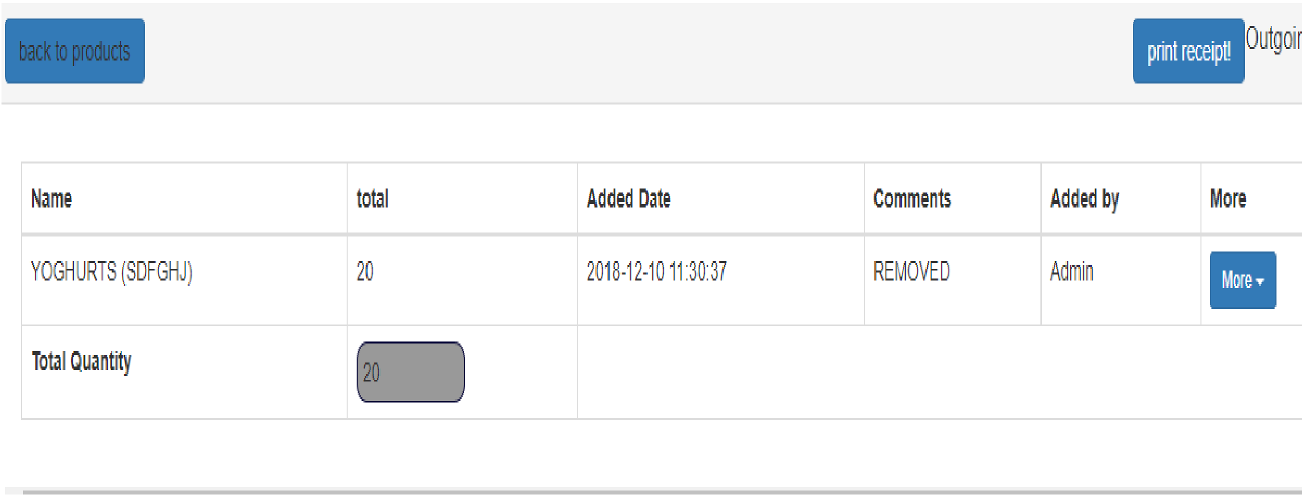
Back to Products | Search for Incoming stock

Stock histor

| Invoice /P.O No | Name | total | Type | From | To | Added Date | Supplier | Added by | More |
|---|---|---|---|---|---|---|---|---|---|
| | Maize () | 20.00 | Main Branch | supplier | Main | 2018-12-13 09:03:32 | No Supplier . | Admin | More ▾ |
| | Maize () | 200.00 | Main Branch | supplier | Main | 2018-12-13 09:02:41 | No Supplier . | Admin | More ▾ |
| | beef () | 100.00 | Main Branch | internal | Main | 2018-12-10 17:24:26 | No Supplier . | Admin | More ▾ |

## Issued store items

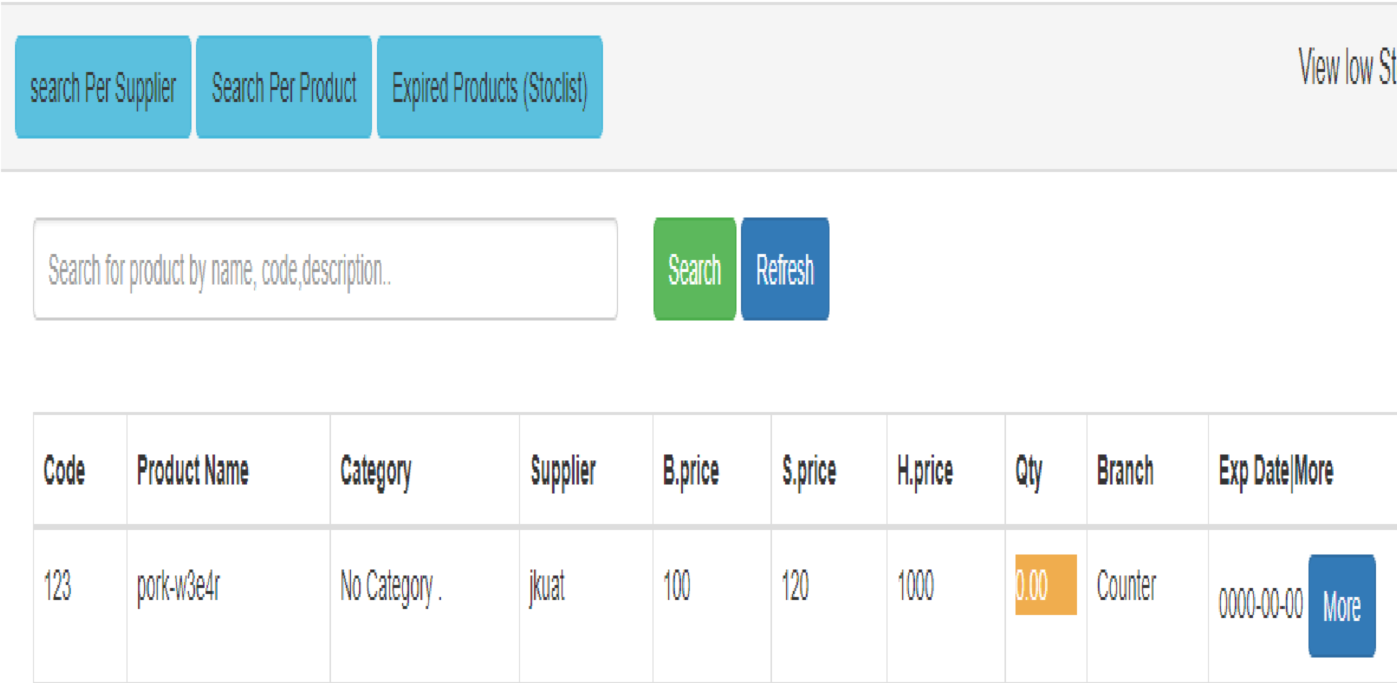
In this module, you are able to view the items which were taken from the main store for personal use by the business. For example yoghurt given to employees in a supermarket.




| Name | total | Added Date | Comments | Added by | More |
|---|---|---|---|---|---|
| YOGHURTS (SDFGHJ) | 20 | 2018-12-10 11:30:37 | REMOVED | Admin | More |
| Total Quantity | 20 | | | | |

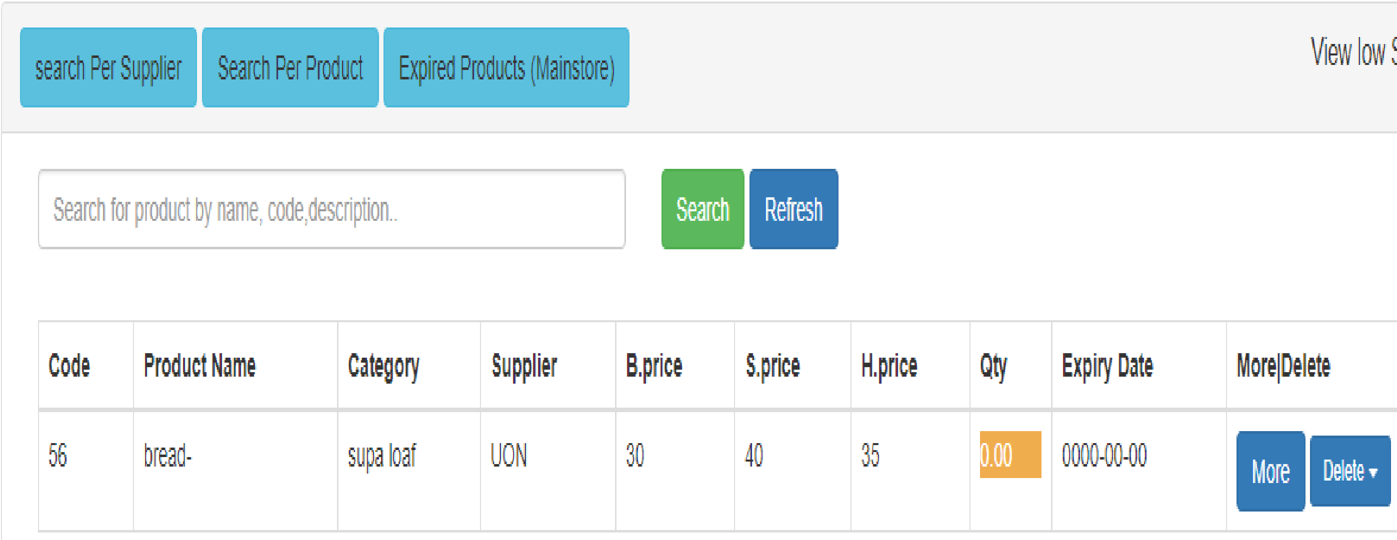
## Low stock list

In this module,you are able to view the products in the counter that have reached their re-order level. The re-order level of a product is stated when one is adding a new product in the system.it is usually among the details filled in the form after add product button is clicked on.




## Low store

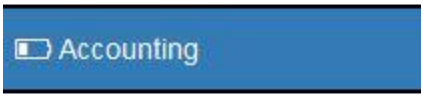
In this module,you are able to view the products in the main store that have reached their re-order level.The re-order level of a product is stated when one is adding a new product in the system.it is usually among the details filled in the form after add product button is clicked on.



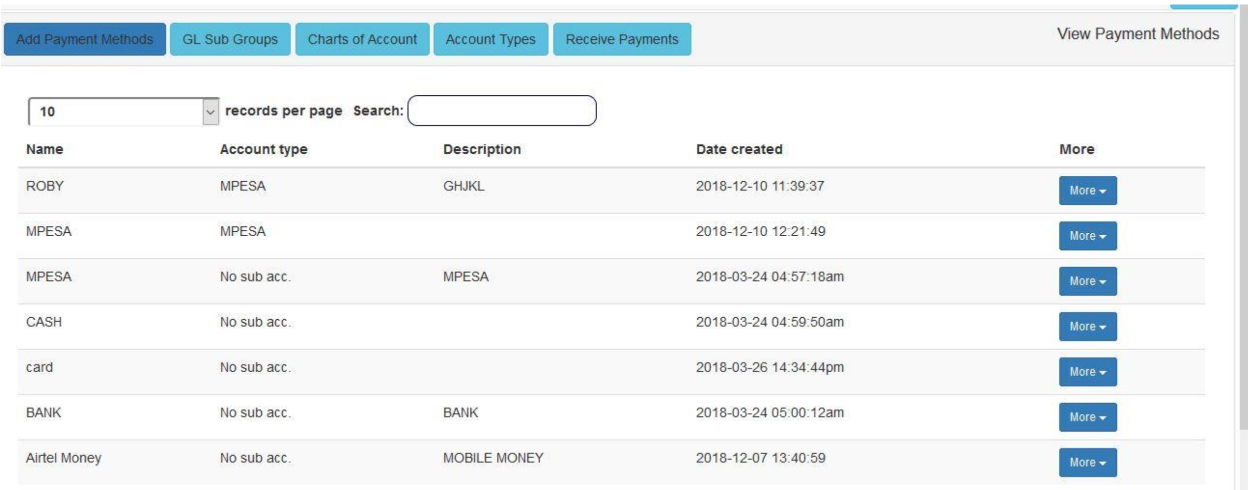

# ACCOUNTING

How do I add an account?

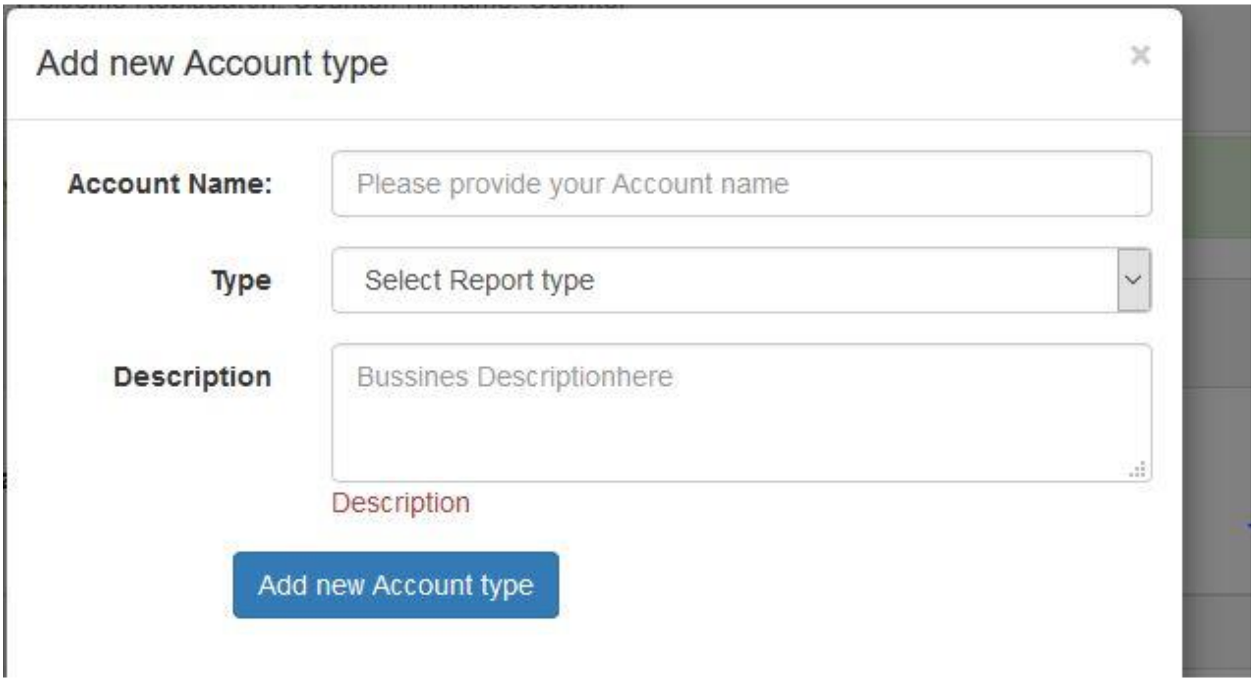
Click on accounting module



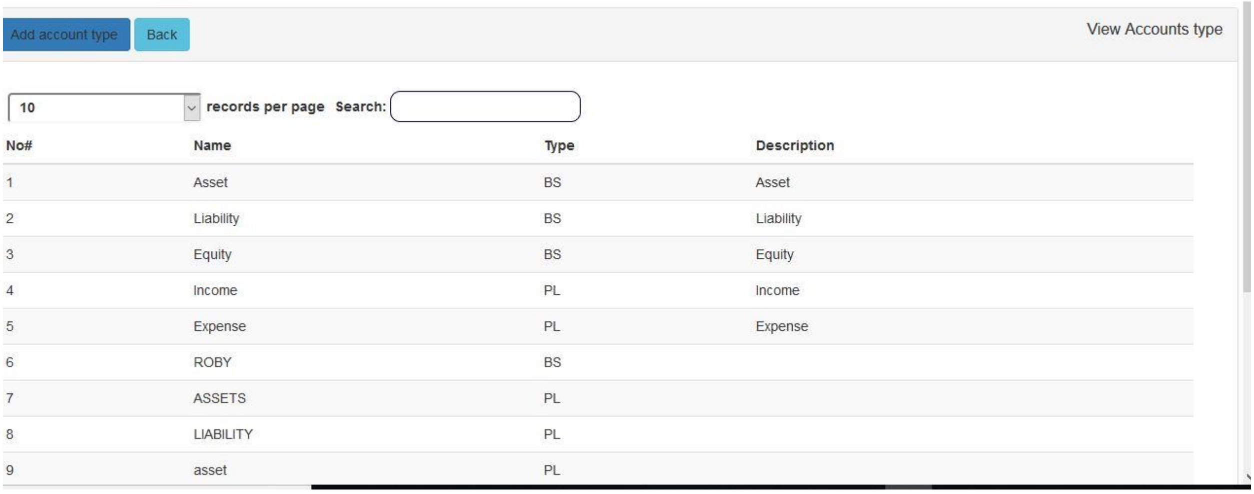

You can view the account module here




Creating an account click on account type and fill in the form then click the button "add new account".



# View the account type created



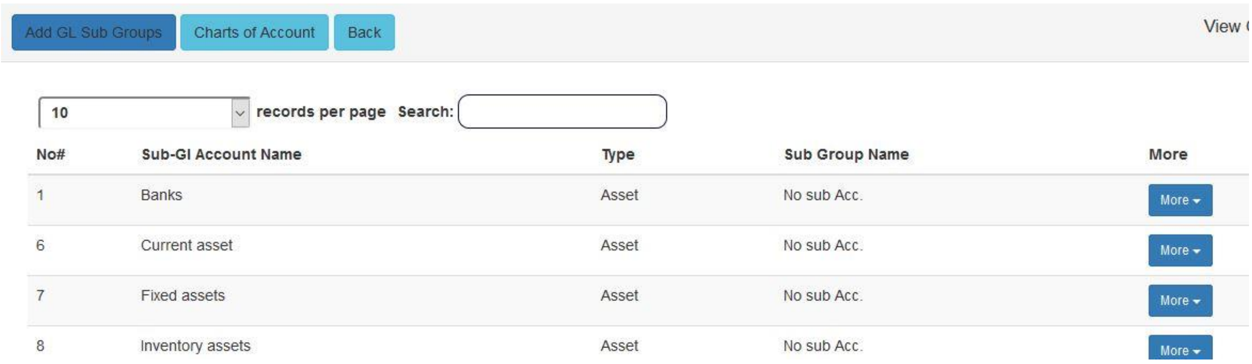
Add account type | Back | View Accounts type

10 records per page Search:

| No# | Name | Type | Description |
|---|---|---|---|
| 1 | Asset | BS | Asset |
| 2 | Liability | BS | Liability |
| 3 | Equity | BS | Equity |
| 4 | Income | PL | Income |
| 5 | Expense | PL | Expense |
| 6 | ROBY | BS | |
| 7 | ASSETS | PL | |
| 8 | LIABILITY | PL | |
| 9 | asset | PL | |

# Creating general ledger account.

# Click on add GL sub Groups, fill in the form.

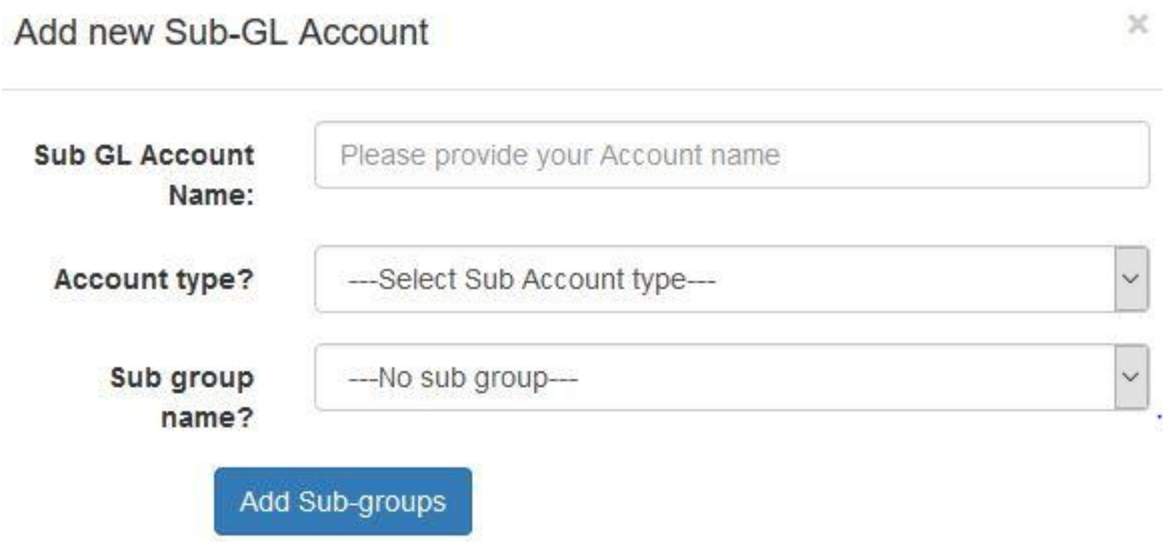


Add GL Sub Groups | Charts of Account | Back | View

10 records per page Search:

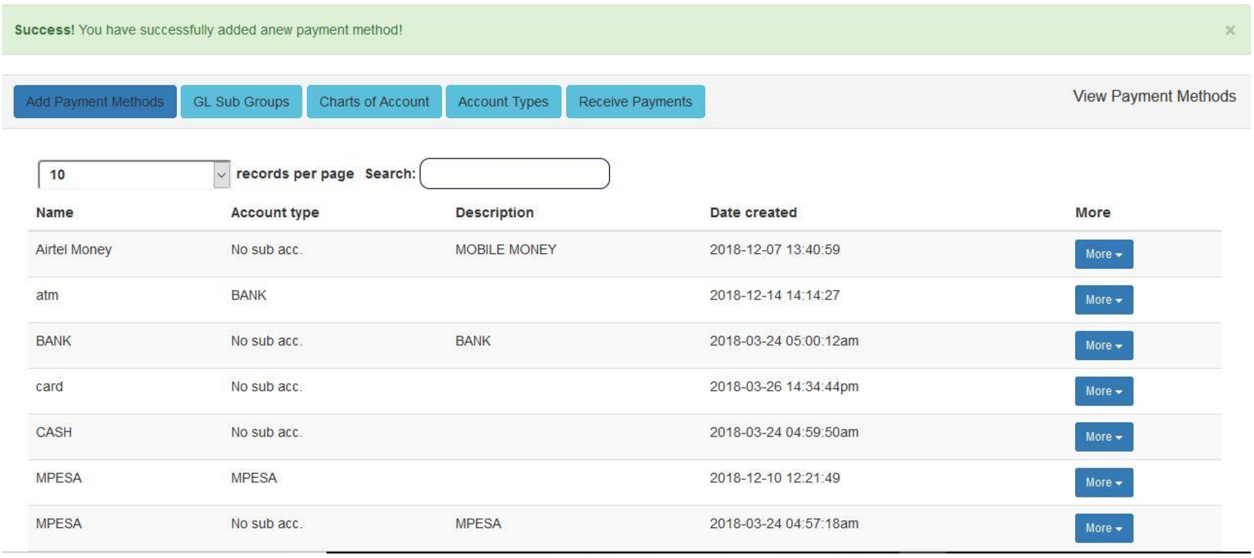
| No# | Sub-Gl Account Name | Type | Sub Group Name | More |
|---|---|---|---|---|
| 1 | Banks | Asset | No sub Acc. | More |
| 6 | Current asset | Asset | No sub Acc. | More |
| 7 | Fixed assets | Asset | No sub Acc. | More |
| 8 | Inventory assets | Asset | No sub Acc. | More |

# Fill the GL form below.



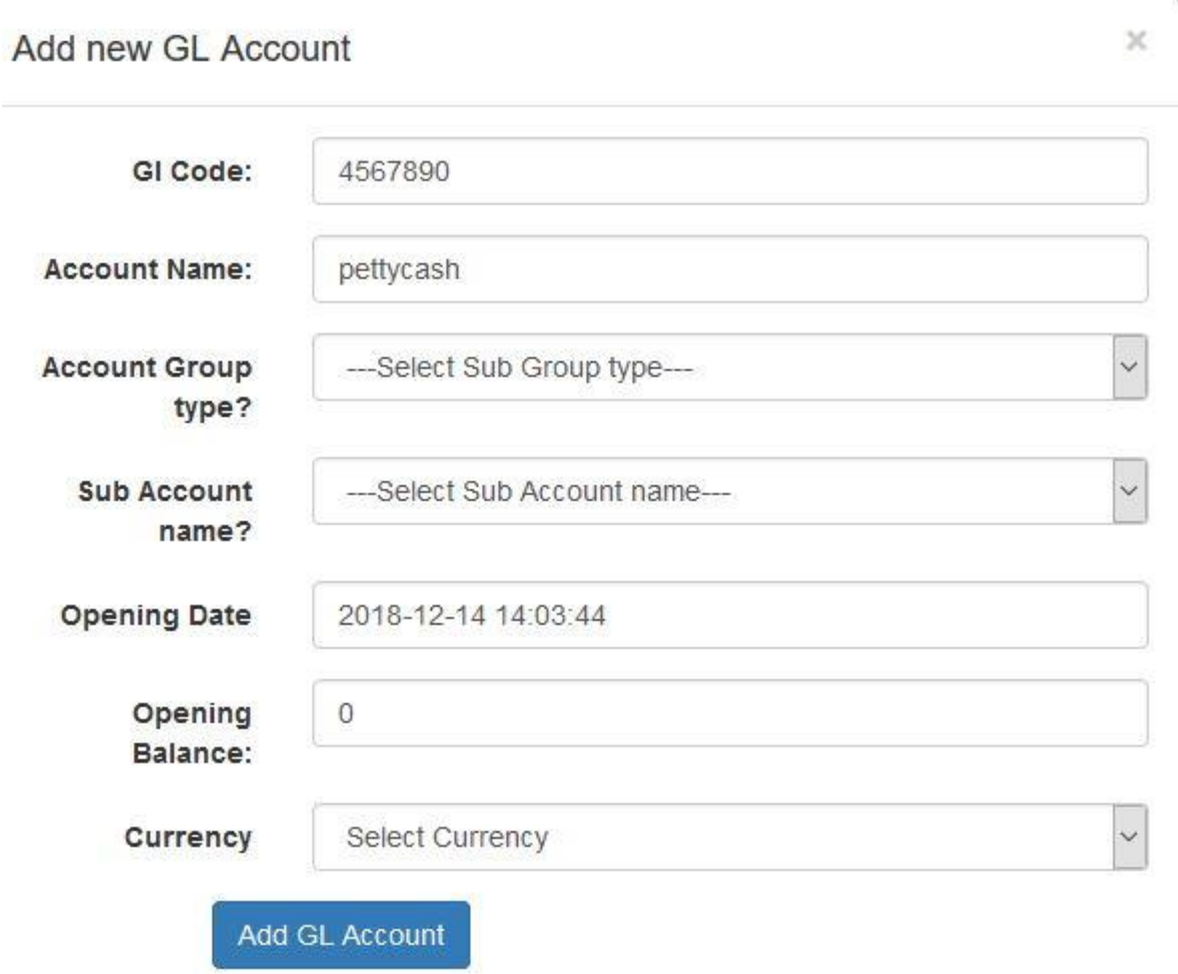

# HOW TO ADD PAYMENT METHOD

Click on add payment method.



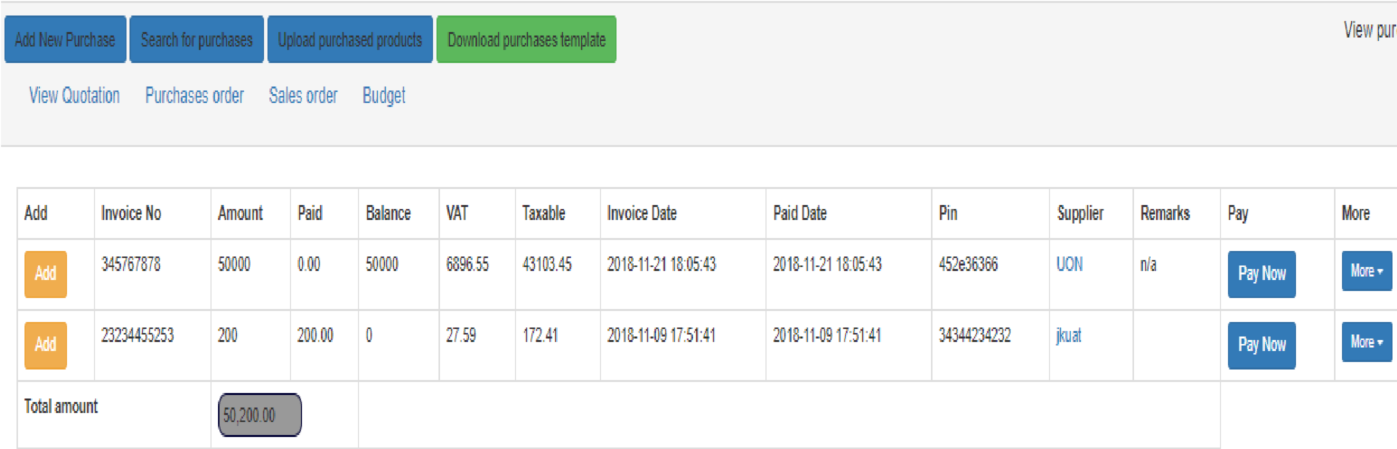

| Name | Account type | Description | Date created | More |
|---|---|---|---|---|
| Airtel Money | No sub acc. | MOBILE MONEY | 2018-12-07 13:40:59 | More |
| atm | BANK | | 2018-12-14 14:14:27 | More |
| BANK | No sub acc. | BANK | 2018-03-24 05:00:12am | More |
| card | No sub acc. | | 2018-03-26 14:34:44pm | More |
| CASH | No sub acc. | | 2018-03-24 04:59:50am | More |
| MPESA | MPESA | | 2018-12-10 12:21:49 | More |
| MPESA | No sub acc. | MPESA | 2018-03-24 04:57:18am | More |

Fill in the form below. Click add GL Account



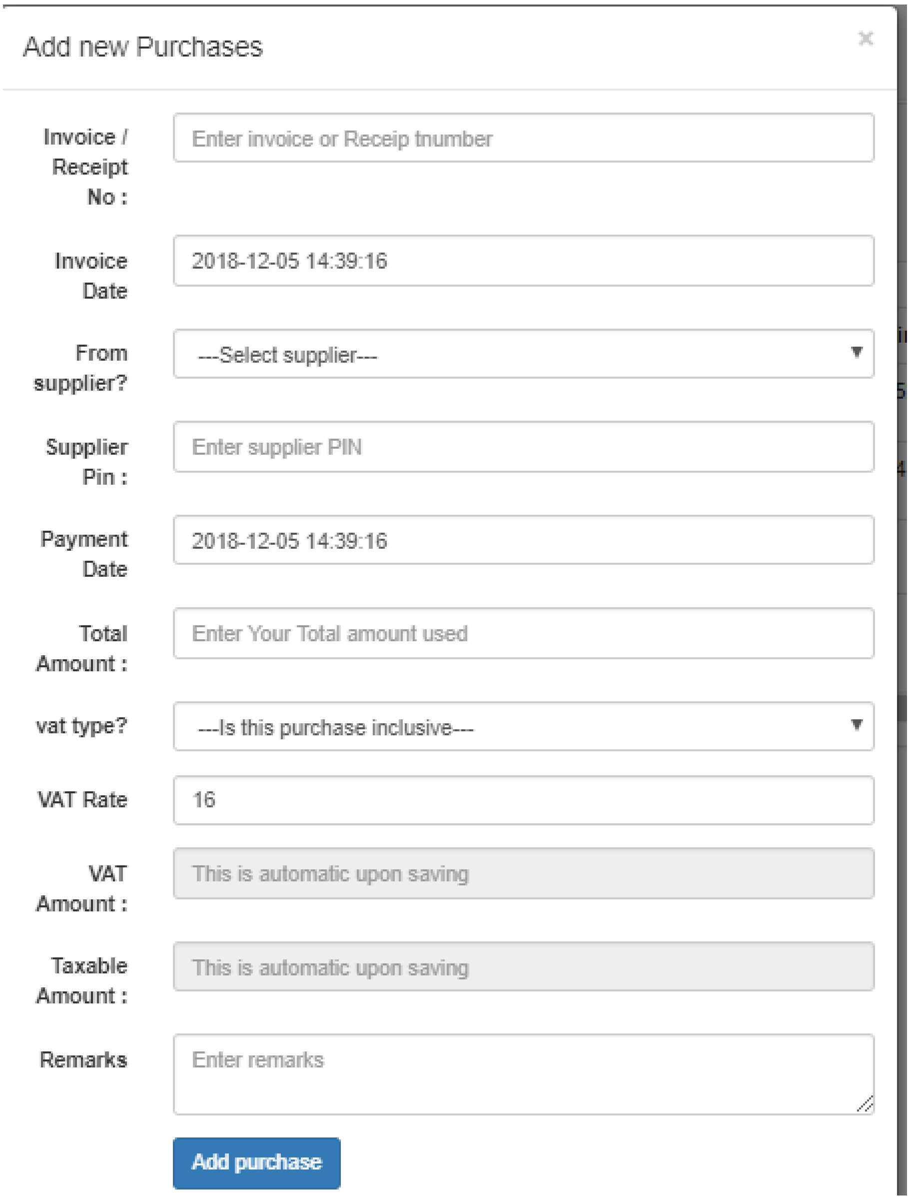

# Purchases

This module keeps record of what the business is purchasing from suppliers.

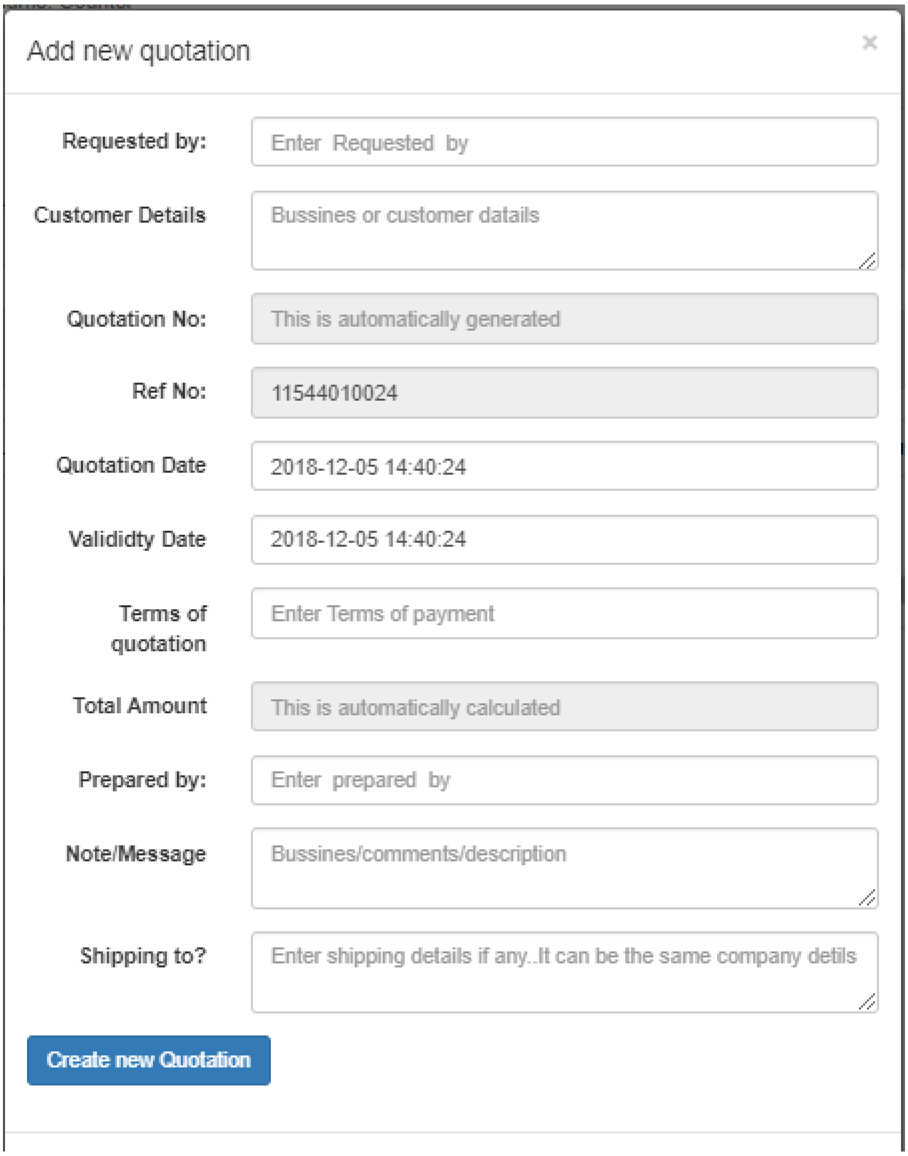



| Add | Invoice No | Amount | Paid | Balance | VAT | Taxable | Invoice Date | Paid Date | Pin | Supplier | Remarks | Pay | More |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Add | 345767878 | 50000 | 0.00 | 50000 | 6896.55 | 43103.45 | 2018-11-21 18:05:43 | 2018-11-21 18:05:43 | 452e36366 | UON | n/a | Pay Now | More |
| Add | 23234455253 | 200 | 200.00 | 0 | 27.59 | 172.41 | 2018-11-09 17:51:41 | 2018-11-09 17:51:41 | 34344234232 | jkuat | | Pay Now | More |
| Total amount | | 50,200.00 | | | | | | | | | | | |

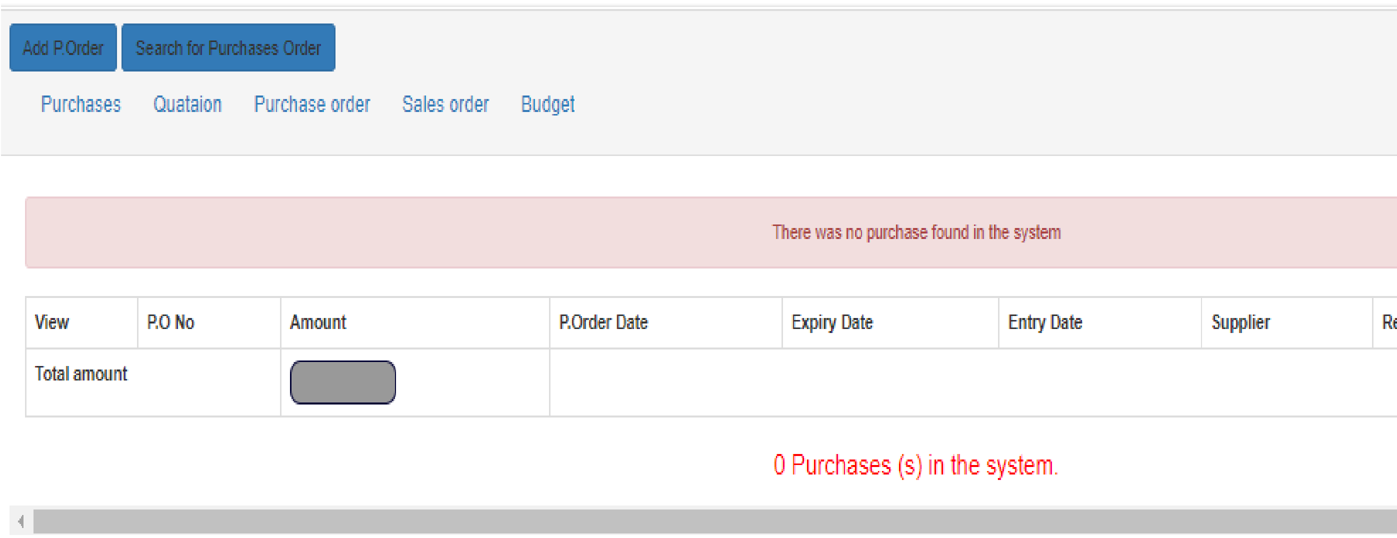
When you click on add new purchase button, you form pop up appears. Enter all the details of that purchase including the invoice number. Then click on "add purchase" button.




The quotation is what we are sending to the buyer to tell them the prices of our products. When you click on view quotation, click on add quotation. Enter the details of the quotation

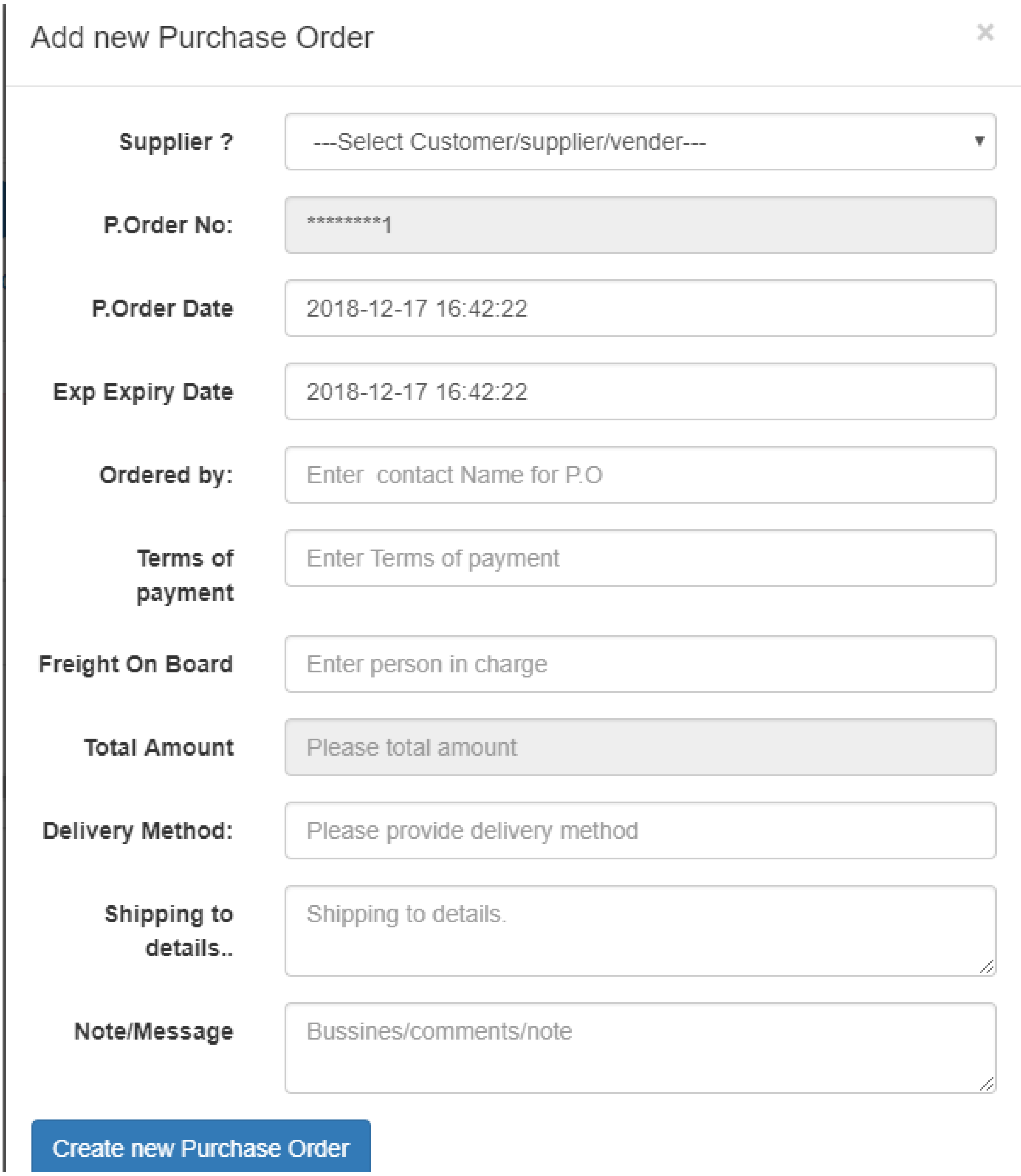



The purchase order is what you send to the supplier or seller about what you want to purchase from them. Clicking on “purchase order”, you’ll be able to view all the p.orders.

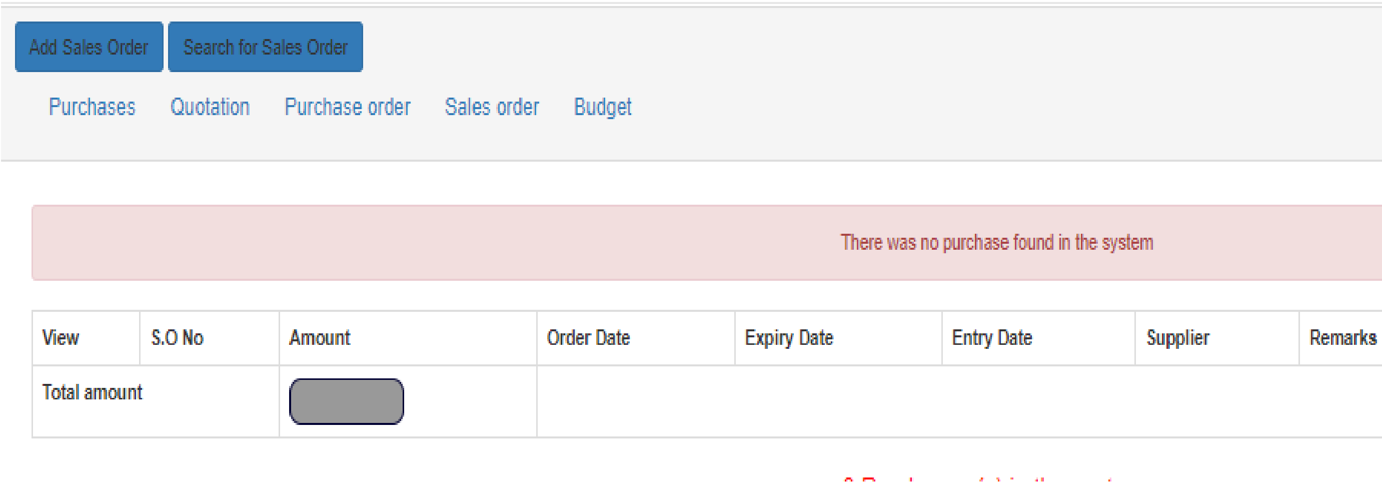



Click on "add purchase order", the form will pop up.

Enter the details and click on create new purchase order.




Same with sales order. A sales order is what the business will send to the buyer when delivering the products sold.

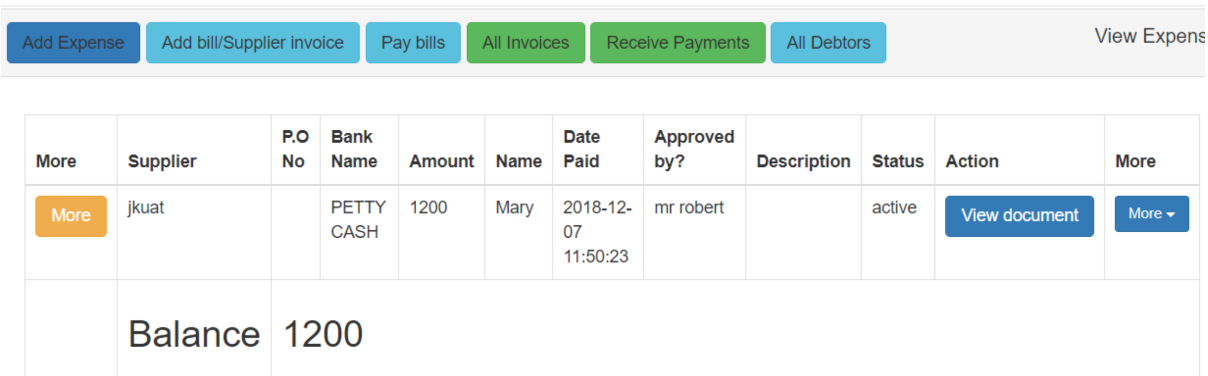



| View | S.O No | Amount | Order Date | Expiry Date | Entry Date | Supplier | Remarks |
|---|---|---|---|---|---|---|---|
| Total amount | | | | | | | |

# EXPENSES

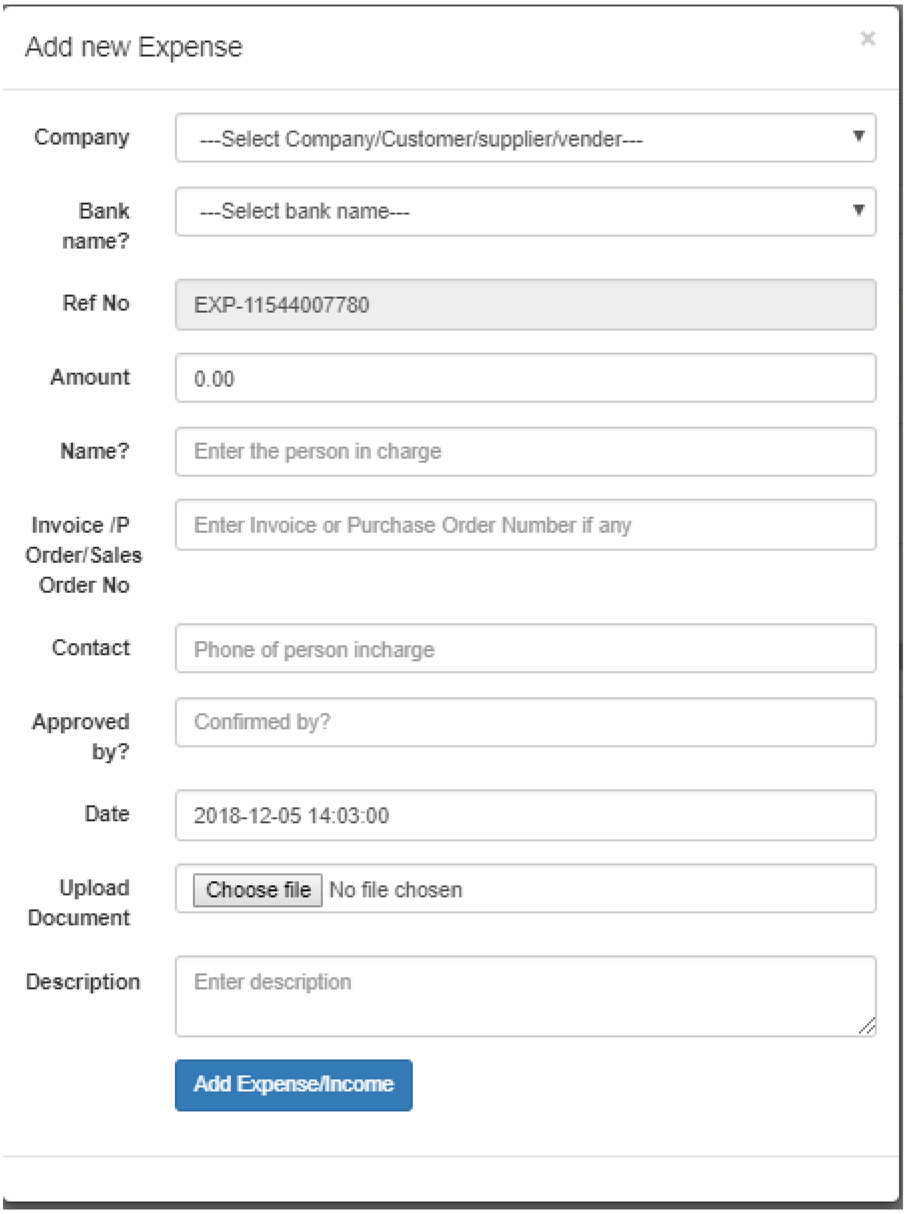
An expense consists of the economic costs a business incurs through its operations to earn revenue.

When you click on expense module,youll be able to view all expenses.

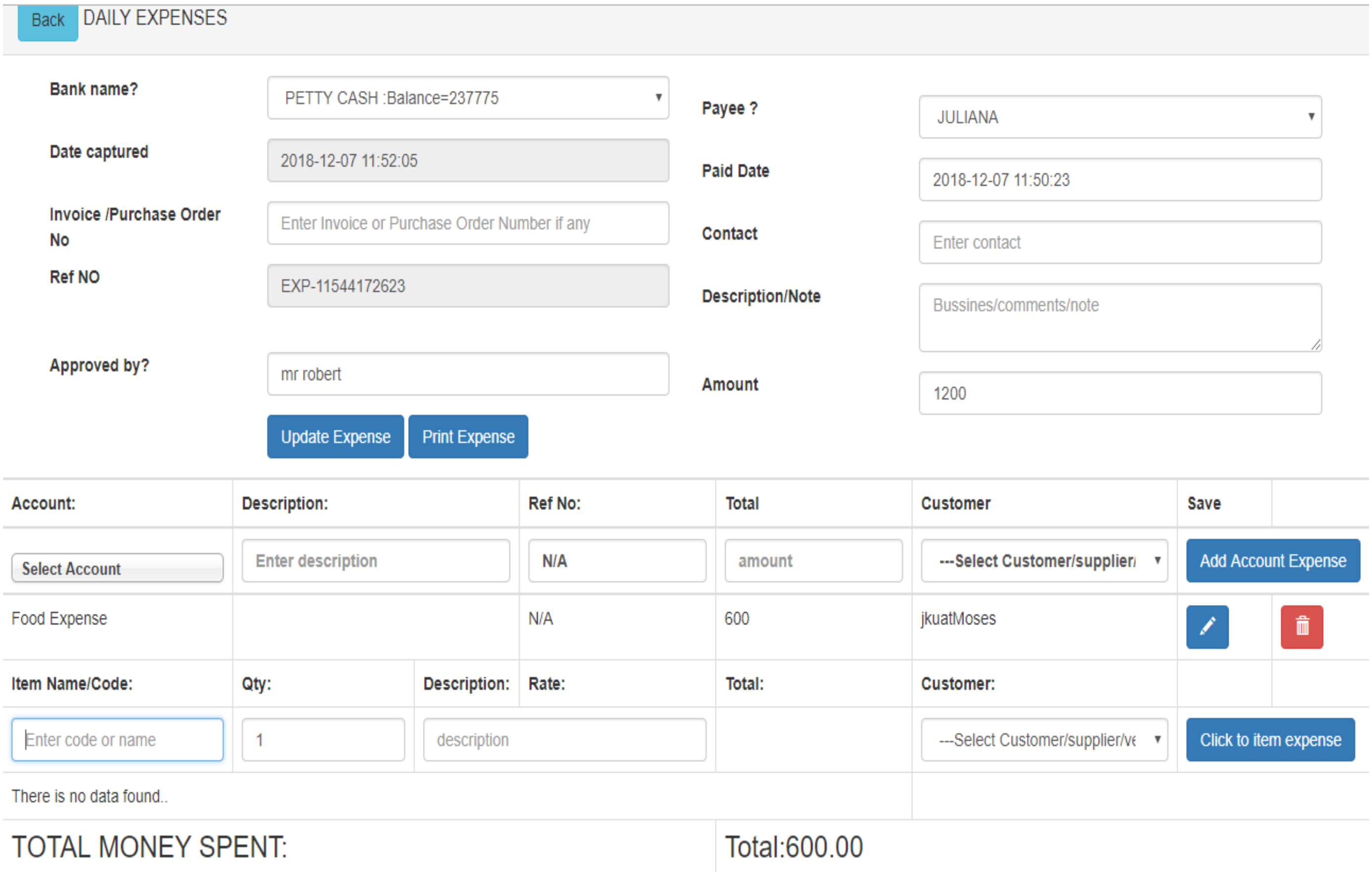



| More | Supplier | P.O No | Bank Name | Amount | Name | Date Paid | Approved by? | Description | Status | Action | More |
|---|---|---|---|---|---|---|---|---|---|---|---|
| More | jkuat | | PETTY CASH | 1200 | Mary | 2018-12-07 11:50:23 | mr robert | | active | View document | More |
| | Balance | 1200 | | | | | | | | | |

Click on add expense. The form below will pop up. Enter all details

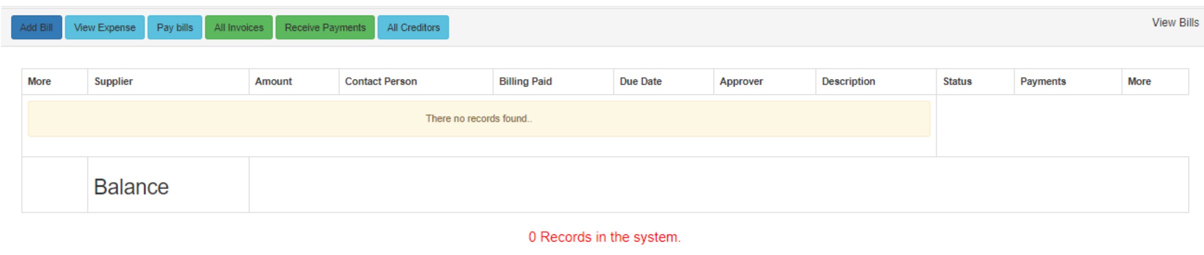



The more button will give more information about the expense.

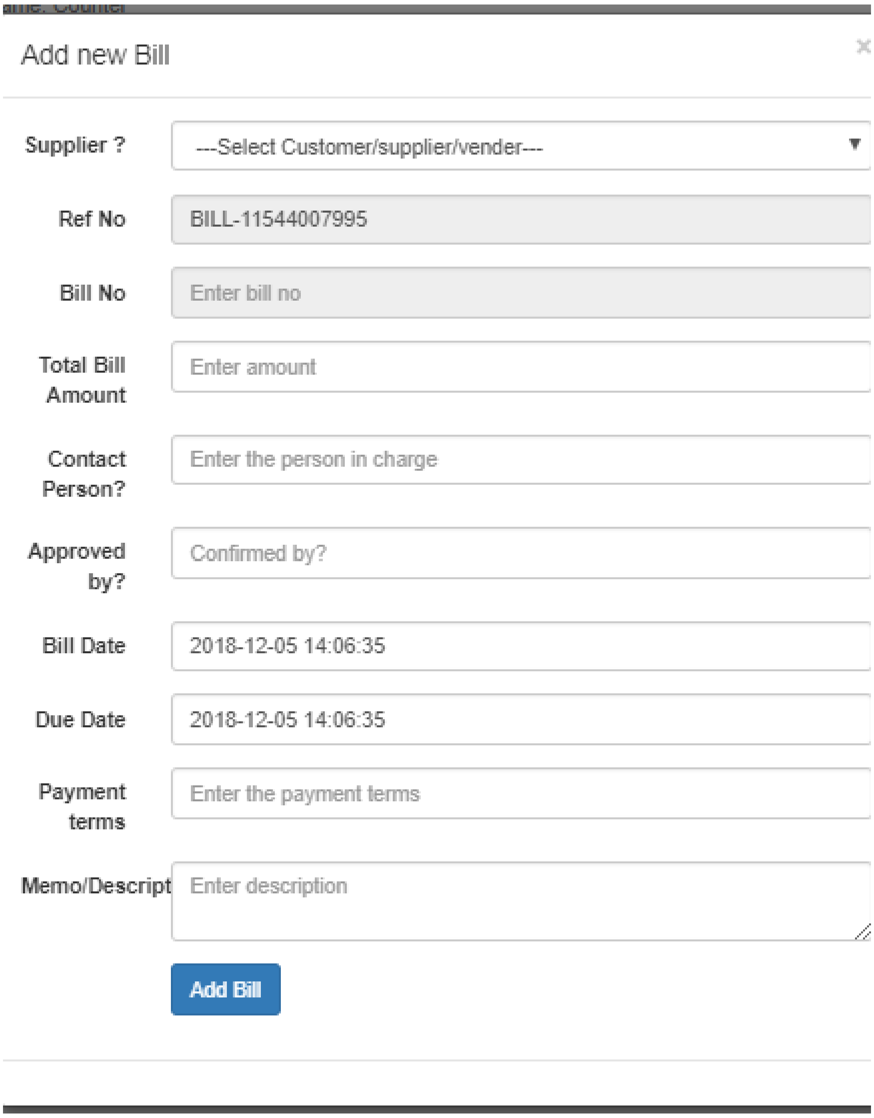


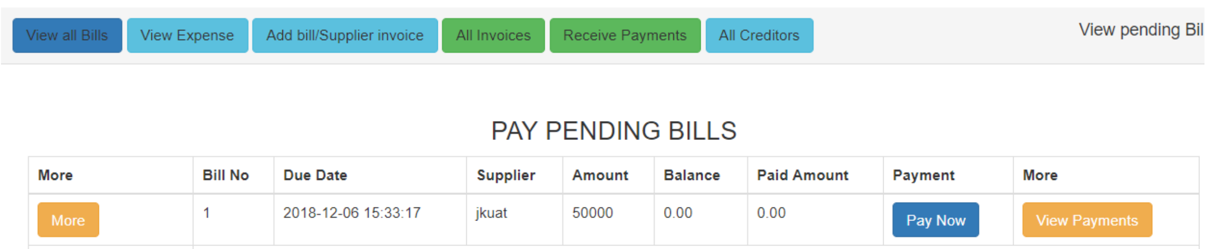

# The add bill/supplier invoice

This button enables you to record any bill that the business has.

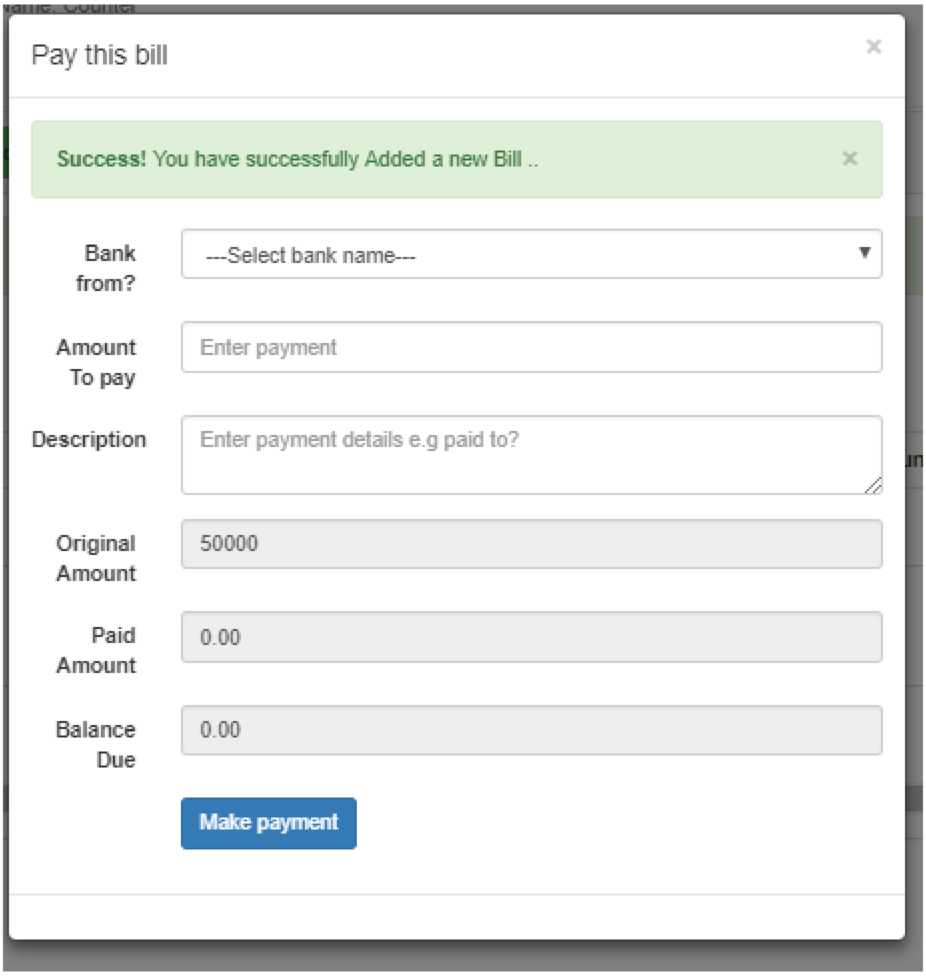


Click on “add bill” button to add the details of the specific bill.



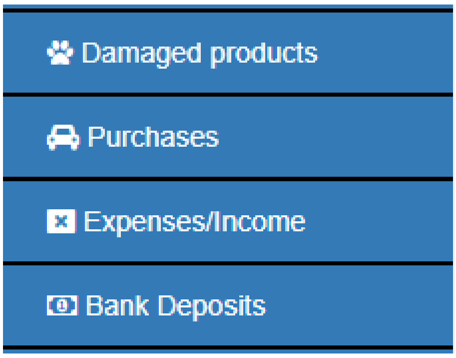
The pay now button enables you to record the payment of the bill. Then click on make payment.



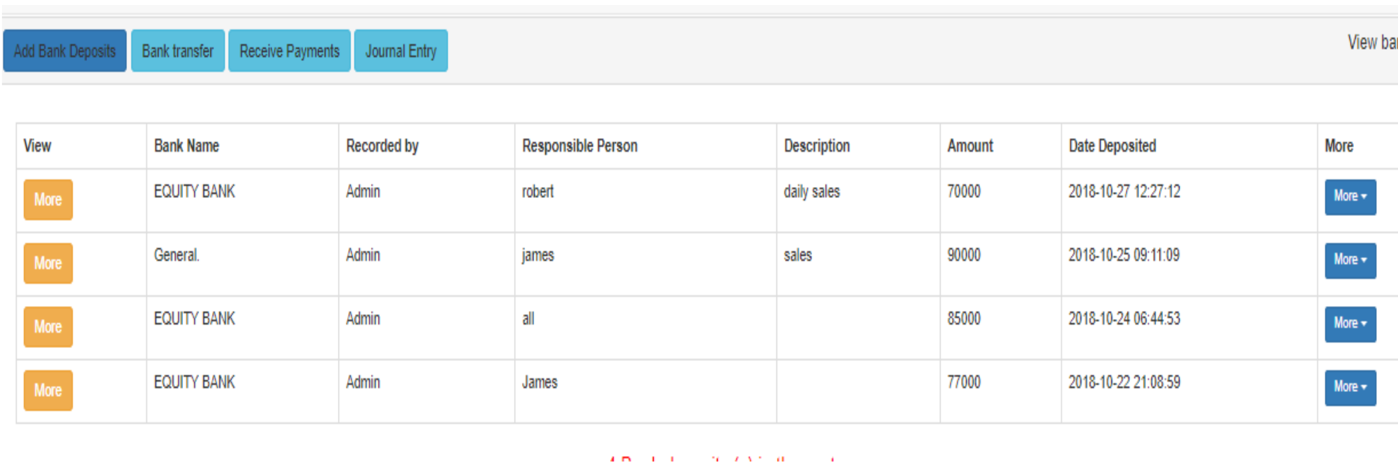

## Bank deposits

This is where by any payment received by the business is recorded in the various bank accounts.

Click on the bank deposit module.



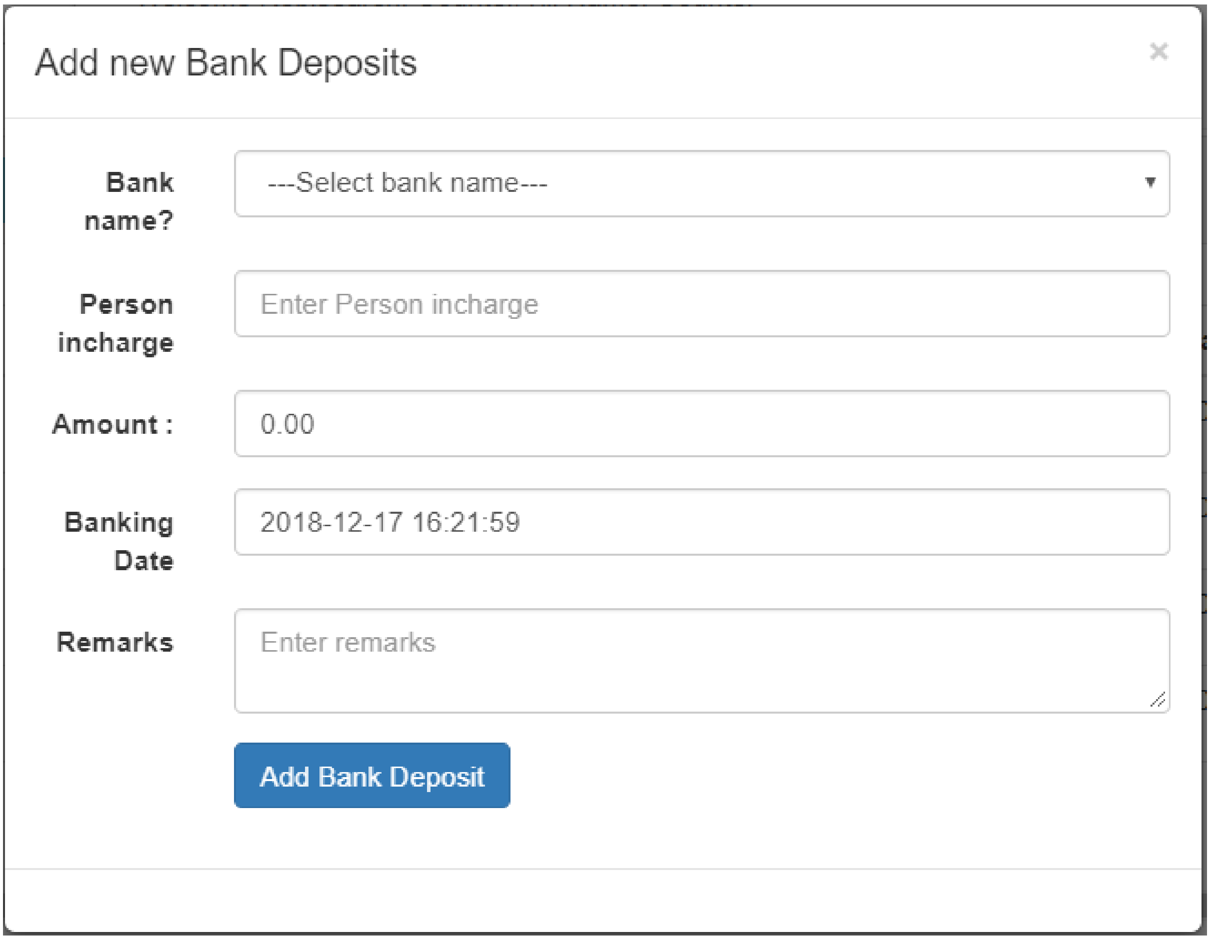

You will be able to view all the bank deposits.



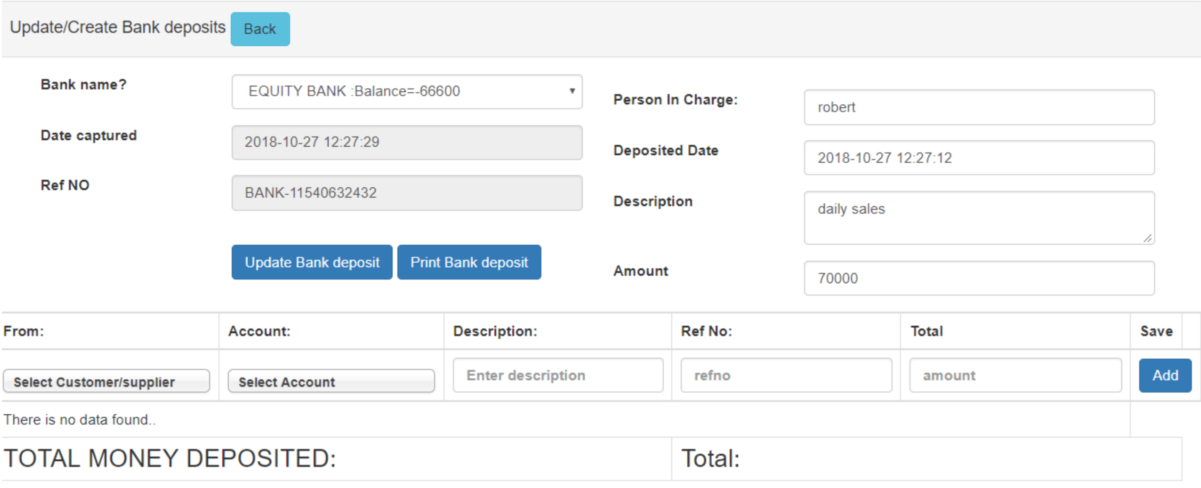

| View | Bank Name | Recorded by | Responsible Person | Description | Amount | Date Deposited | More |
|---|---|---|---|---|---|---|---|
| More | EQUITY BANK | Admin | robert | daily sales | 70000 | 2018-10-27 12:27:12 | More |
| More | General. | Admin | james | sales | 90000 | 2018-10-25 09:11:09 | More |
| More | EQUITY BANK | Admin | all | | 85000 | 2018-10-24 06:44:53 | More |
| More | EQUITY BANK | Admin | James | | 77000 | 2018-10-22 21:08:59 | More |

Click on add bank deposit button to add a new deposit to the bank.

The form below will pop up .Select the bank.

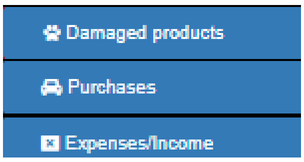



Click on the more button to update the bank deposit.

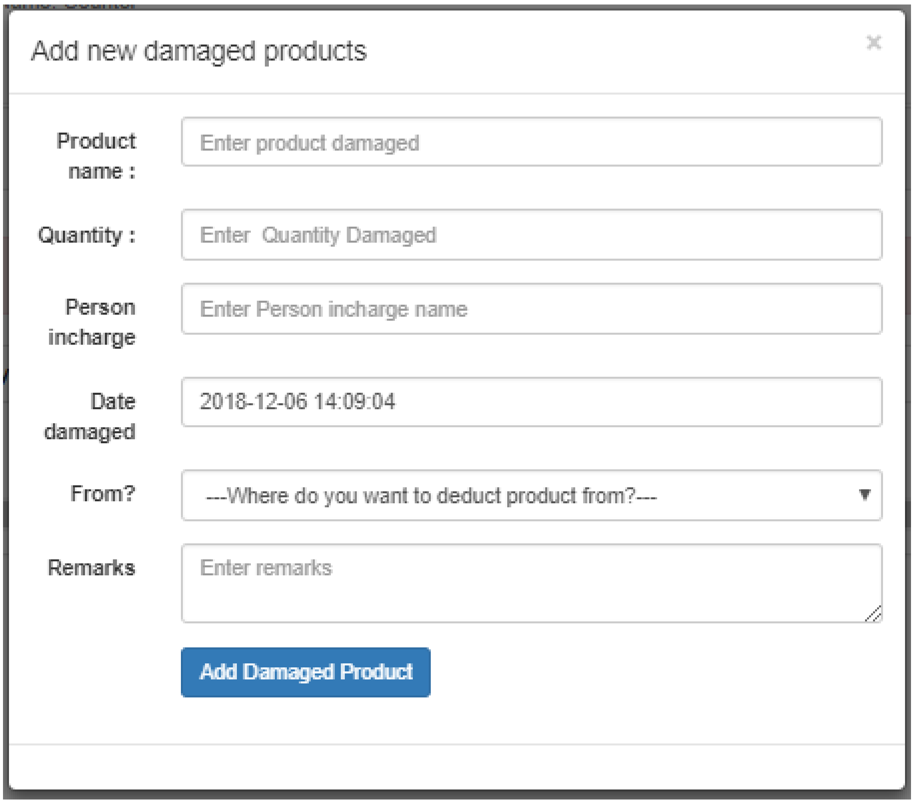



# Damaged products

If a product gets damaged, it is recorded in the damaged products module.



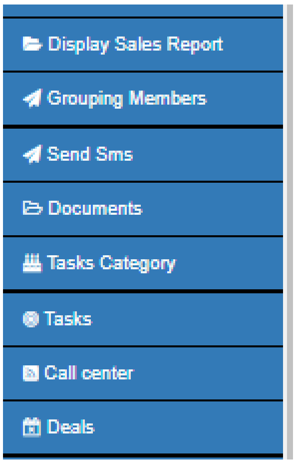

Click on add damaged product button to add the product. The form below will appear. Enter the products details and click on “Add damaged product “button.




## Display sales report

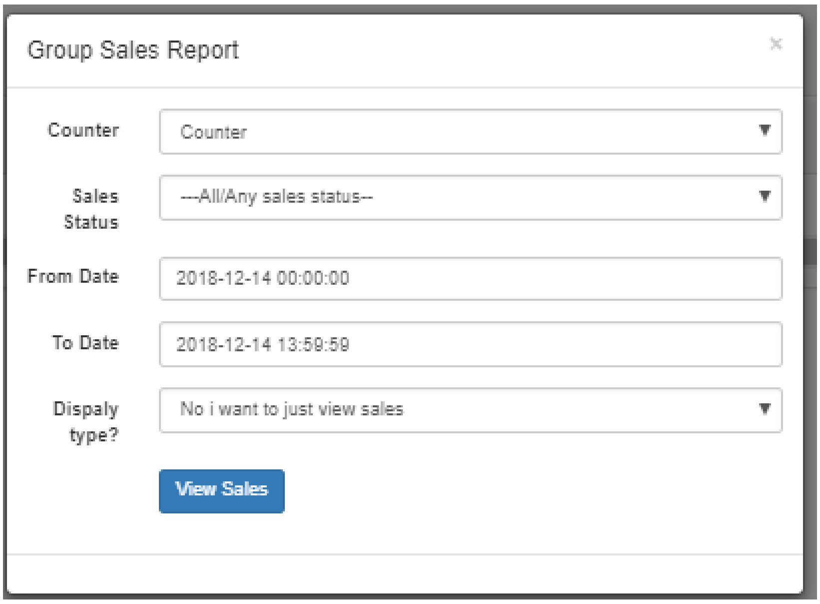
This module enables you view all sales per counter within stated dates.

Click on "display sales report "module.




Click on “View receipt sales” button.

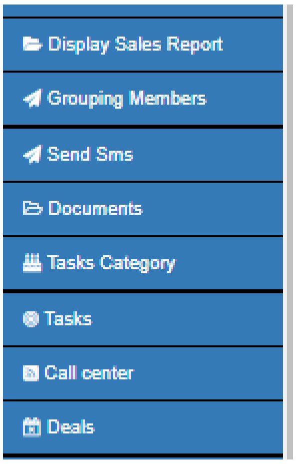

Enter the details on click on “view sales” button.Youll be able to view the sales that were made within the dates stated.



# Grouping members

This module enables you to view the categories of people and the members assigned to these categories.

Click on the “Grouping members” module.




You’ll be able to view all the groups.

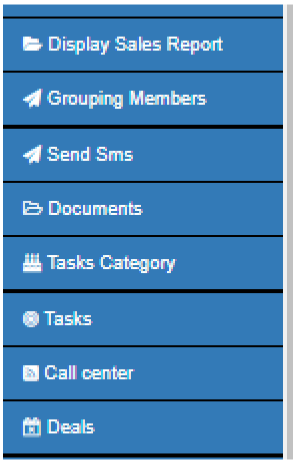
View category/group

| Name | Description | Status | Old Members | Current Members |
|---|---|---|---|---|
| Cooks | | active | Old Group | Current Group |
| sweepers | j | active | Old Group | Current Group |
| graduates | tyyuioop | active | Old Group | Current Group |

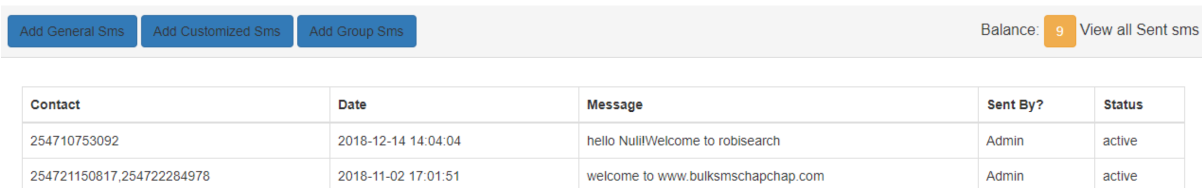
# Send sms

This module enables you to send bulk sms to your people/contacts associated with the business.

Click on the module.

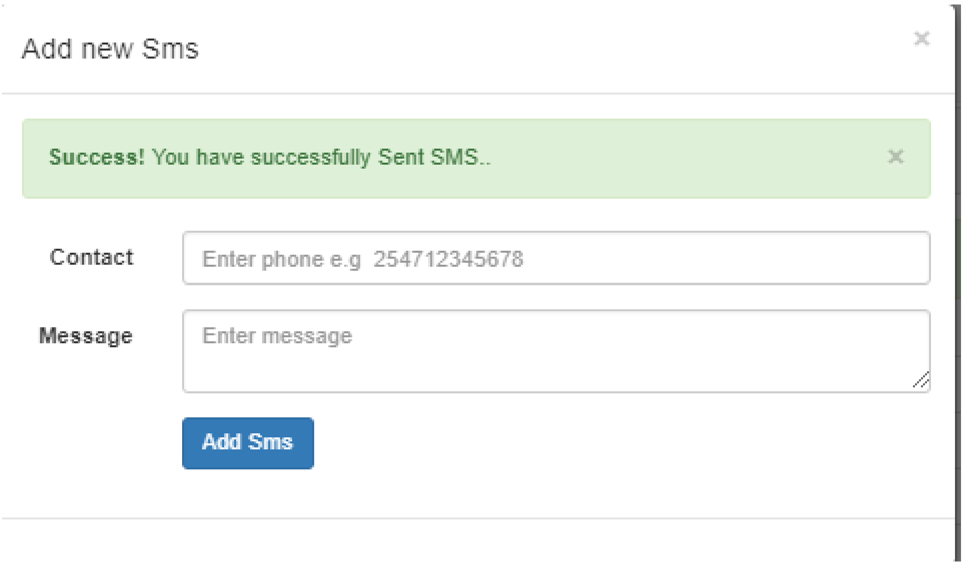



You'll be able to view all the sms sent before.

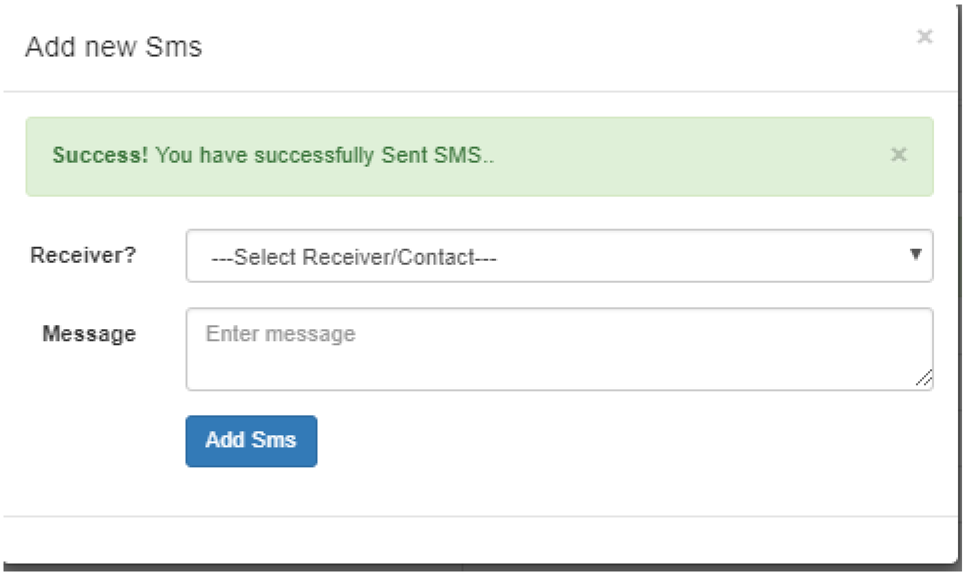



| Contact | Date | Message | Sent By? | Status |
|---|---|---|---|---|
| 254710753092 | 2018-12-14 14:04:04 | hello Null!Welcome to robisearch | Admin | active |
| 254721150817,254722284978 | 2018-11-02 17:01:51 | welcome to www.bulksmschapchap.com | Admin | active |

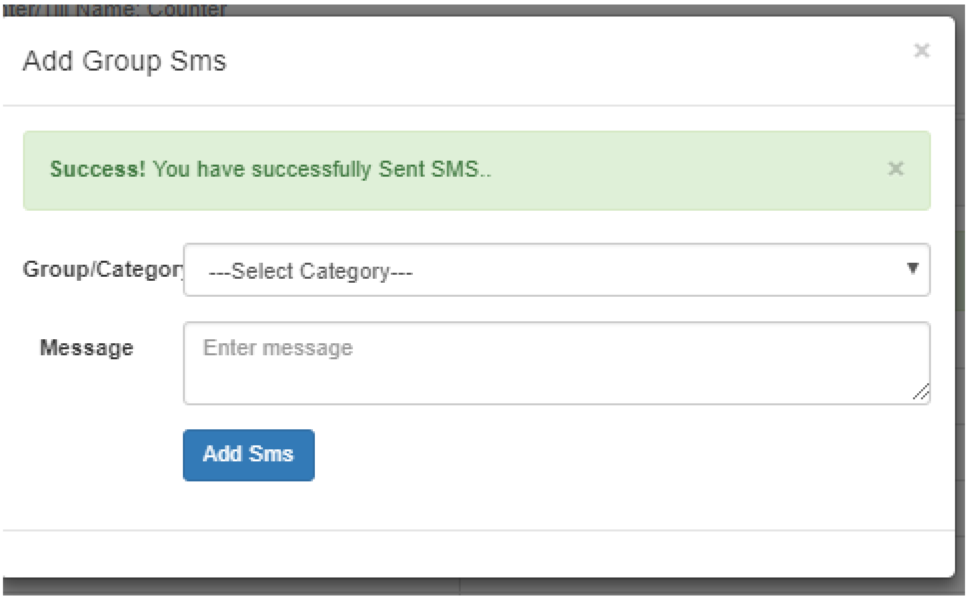
When you want to send a sms to a contact that is not in the system, you can click on ADD General sms button. Enter the contact then the message then click on Add sms button.




When you want to send an sms to a contact that is in the system, you can click on ADD customized sms button. Choose the contact then the message then click on Add sms button.



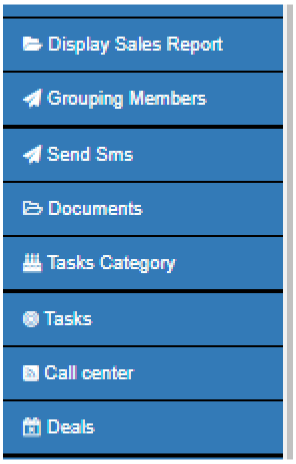

When you want to send an sms to a group/category who are in the system, you can click on ADD Group sms button. Choose the group/category then the message then click on Add sms button.



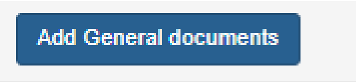

# Documents

This module enables you to upload the documents of the business.

Click on the "Documents" module.

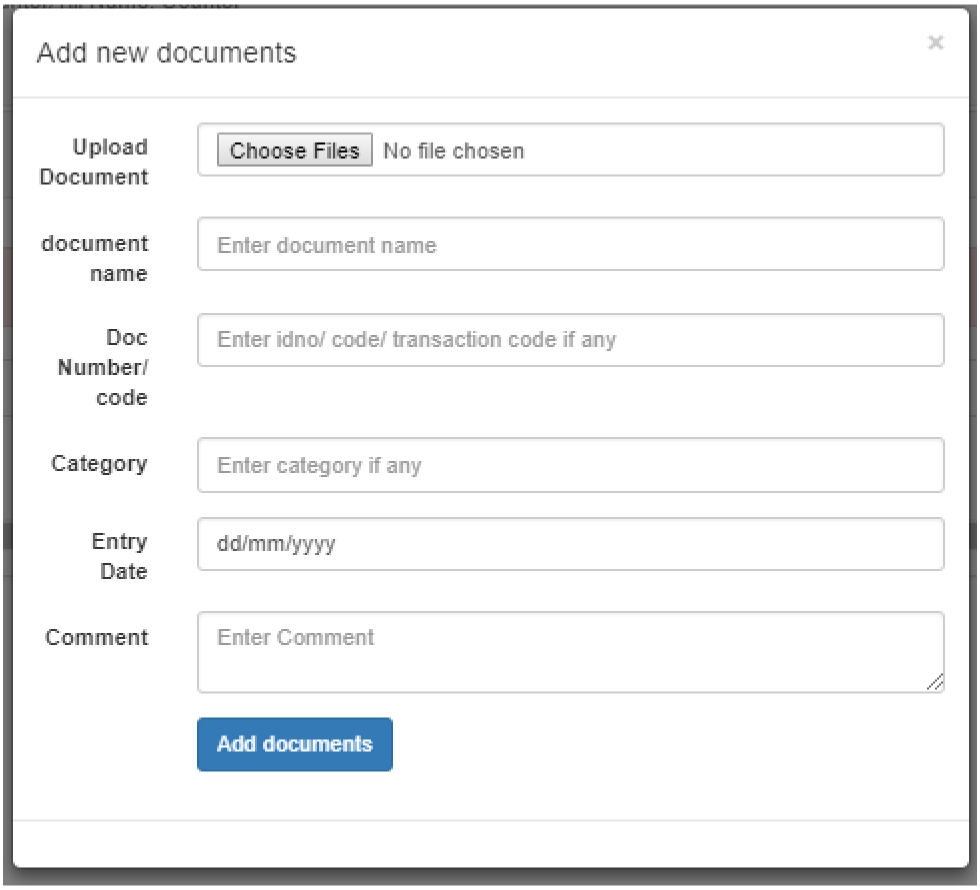


Click on the “Add general documents “button.



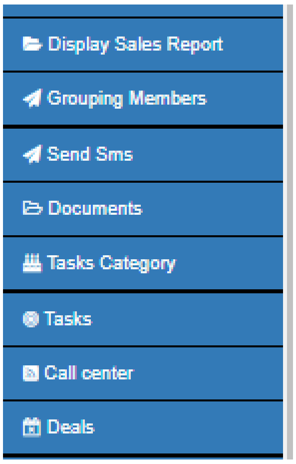

Enter the details of the document then upload the document.

Click on “Add documents” button.

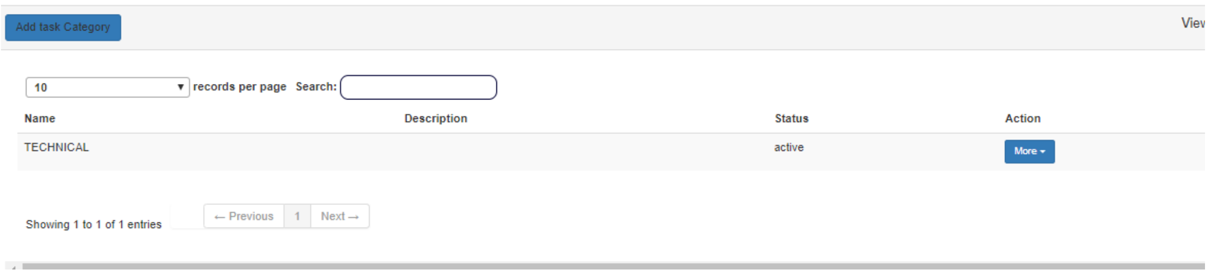


# Task category

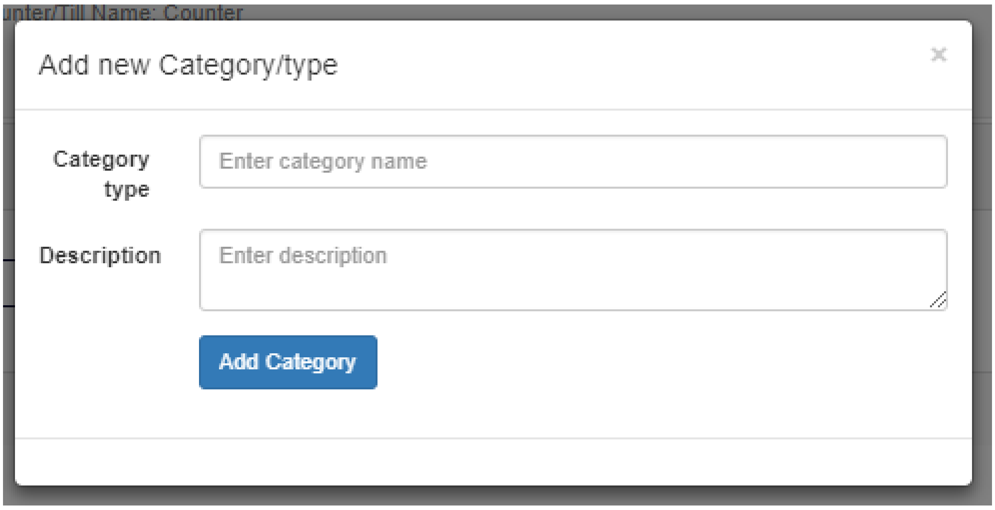
This is where by you create the categories of various tasks in the business .Click on "Tasks category" module.




You will be able to view all the task categories added before into the system. Click on the "**add task category**" button to add a new task category.



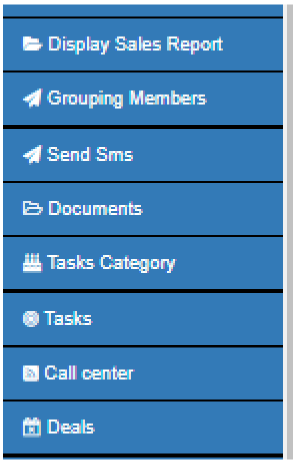

A form will pop up. Enter the category type and its description then click on "Add category" button.



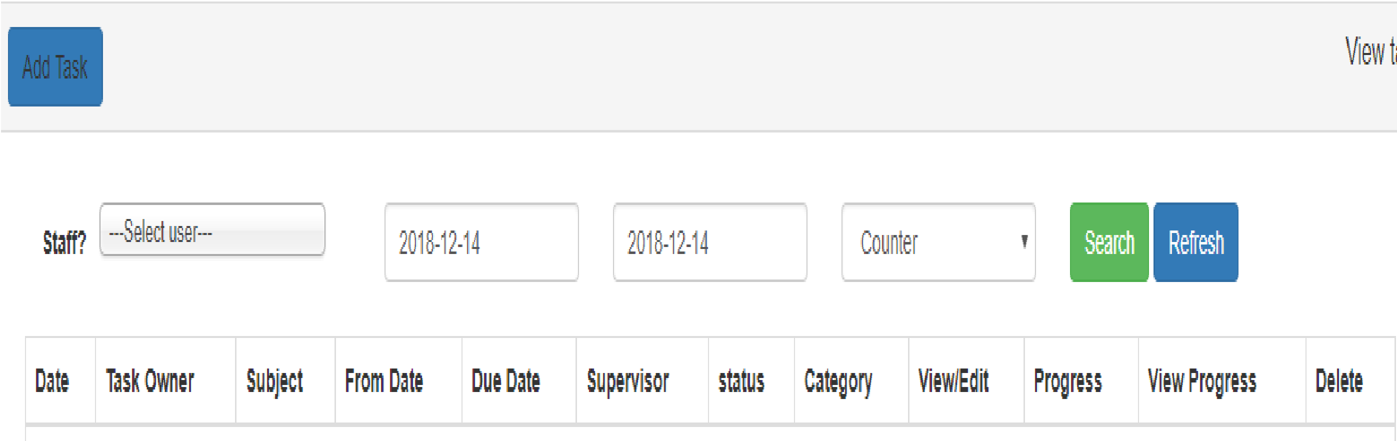

# Tasks

This module is where by tasks are assigned to the users.

Click on the Task module.

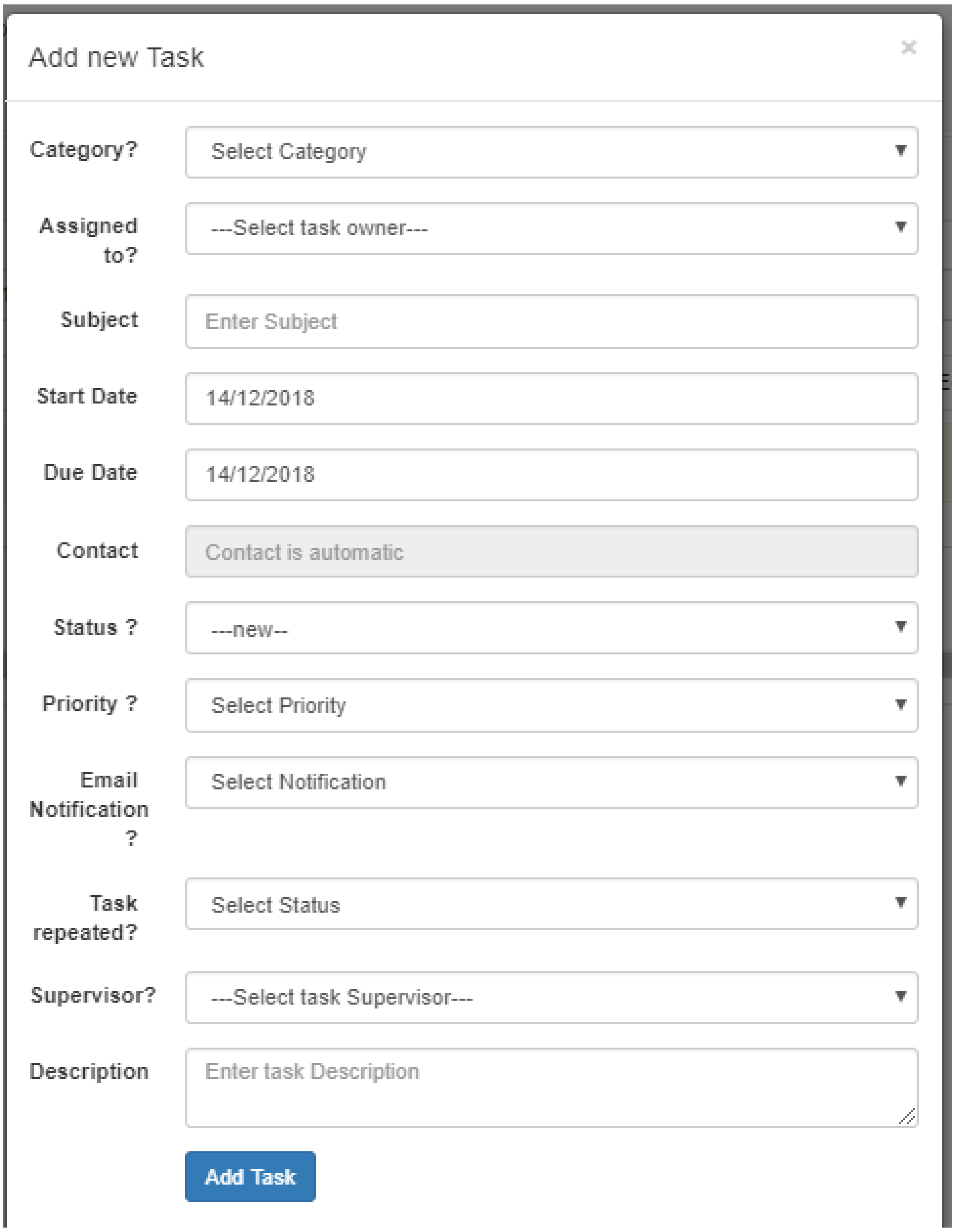



You'll be able to view all the tasks.




Click on the “add task” button. A form will pop up.

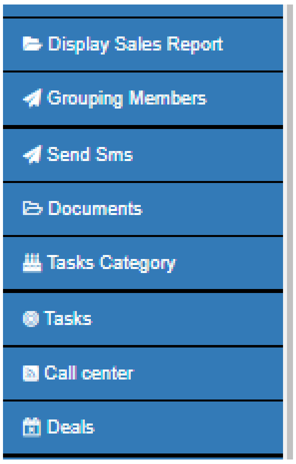
Enter the details of the task then click “add task”.



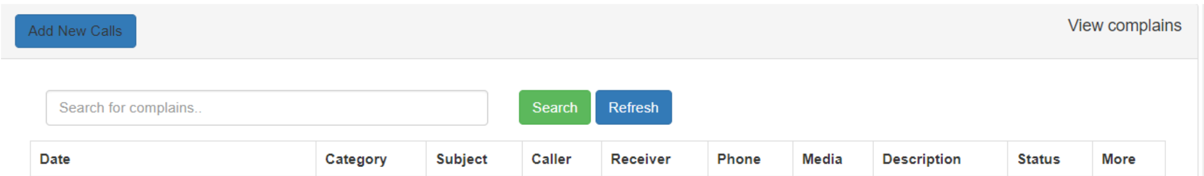

## Call centre

In this module, all the calls received in the business are recorded.

On the dashboard, click on the “call centre” module.

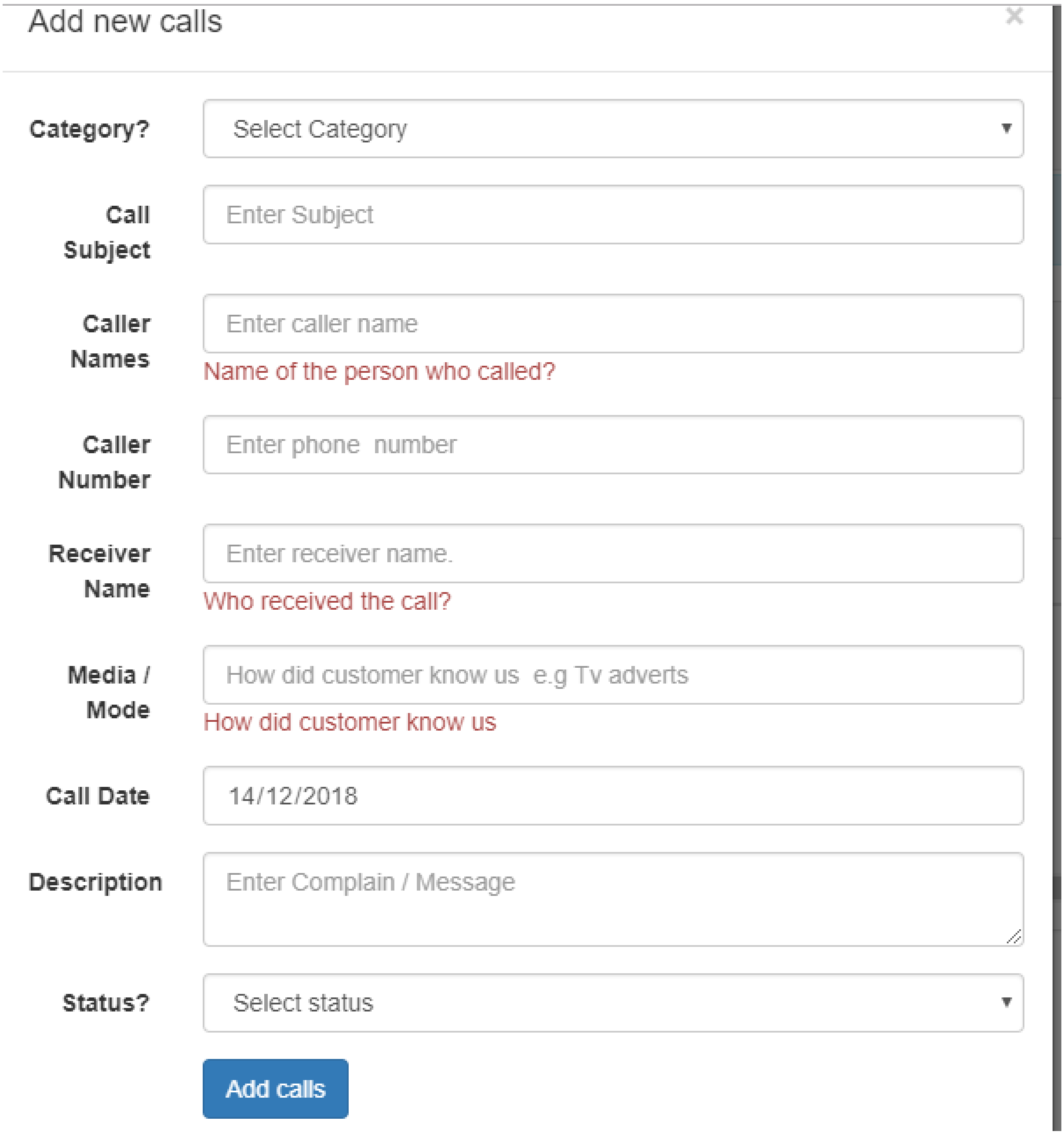



You'll be able to view all the record of all the calls received




Click on "add new calls" button.

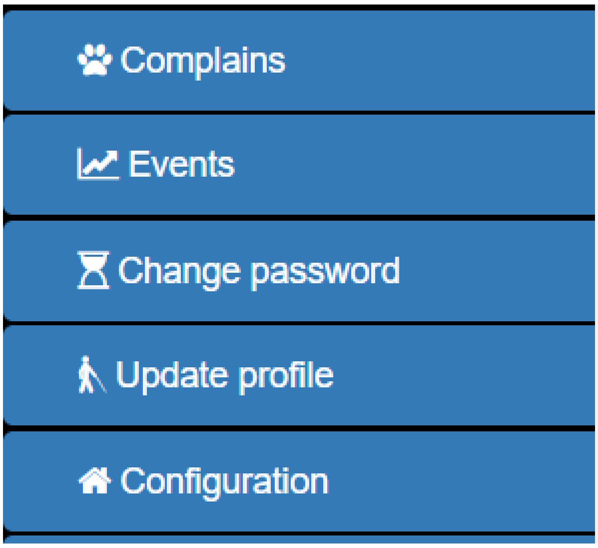
A form will pop up. Enter the details of the received call. Then click on "add calls" button.


Add new calls
×
Category?
Select Category
Call Subject
Enter Subject
Caller Names
Enter caller name
Name of the person who called?
Caller Number
Enter phone number
Receiver Name
Enter receiver name.
Who received the call?
Media / Mode
How did customer know us e.g Tv adverts
How did customer know us
Call Date
14/12/2018
Description
Enter Complain / Message
Status?
Select status
Add calls

# Complains

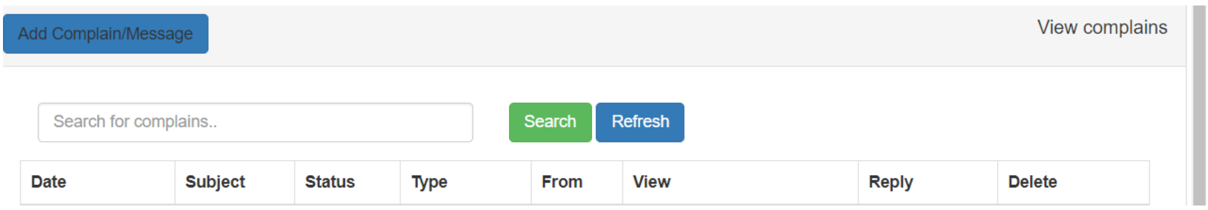
In this module, the users of the system specifically the employees can post their complaints in this module.

Click on the "complains" module.

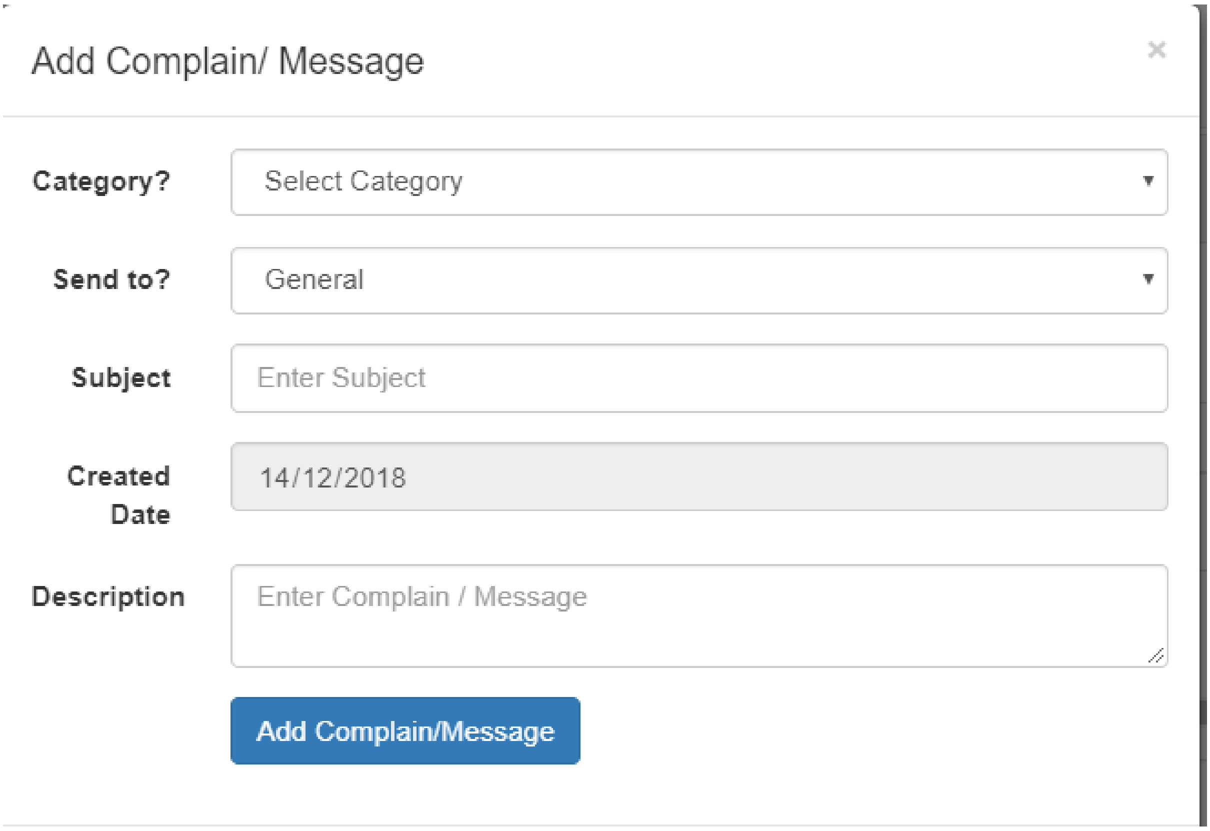



You'll be able to view all the complaint messages sent before.

Click on "add complain/message" button



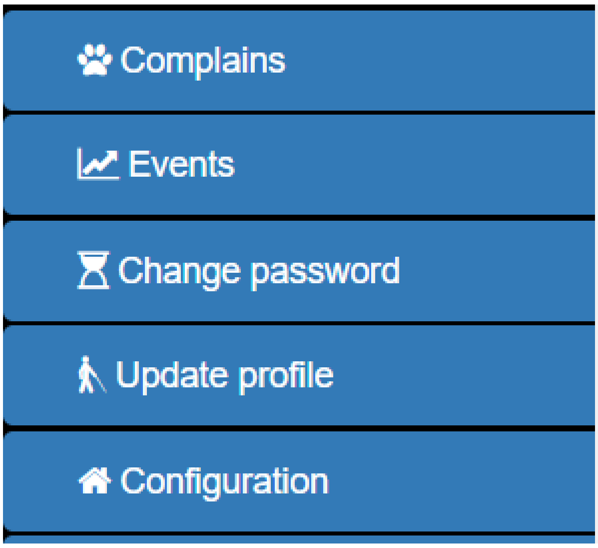
A form pops up, enter the details and click on “add complain/message” button.



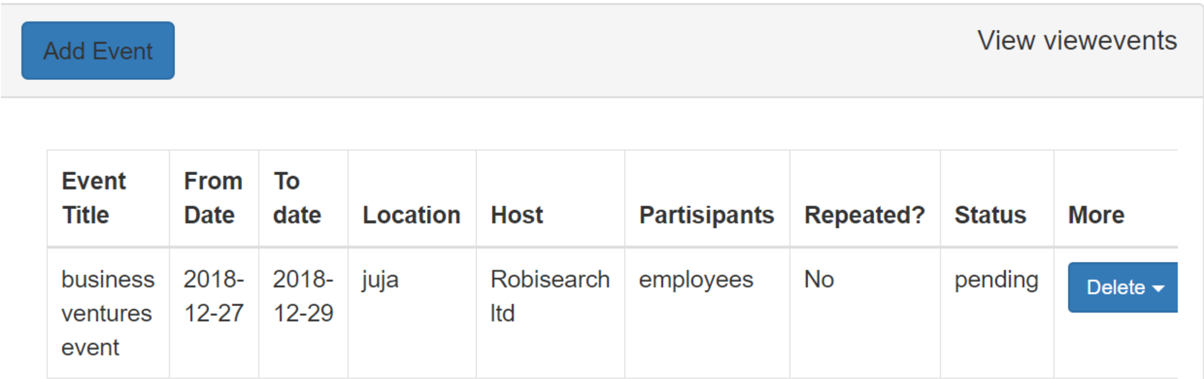

## Events

In this module, events in the business are recorded here in the system.

Click on the “Events” module in the dashboard.

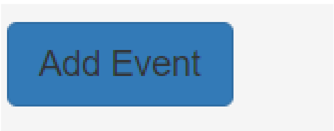



You will be able to view all the events that were added into the system before.

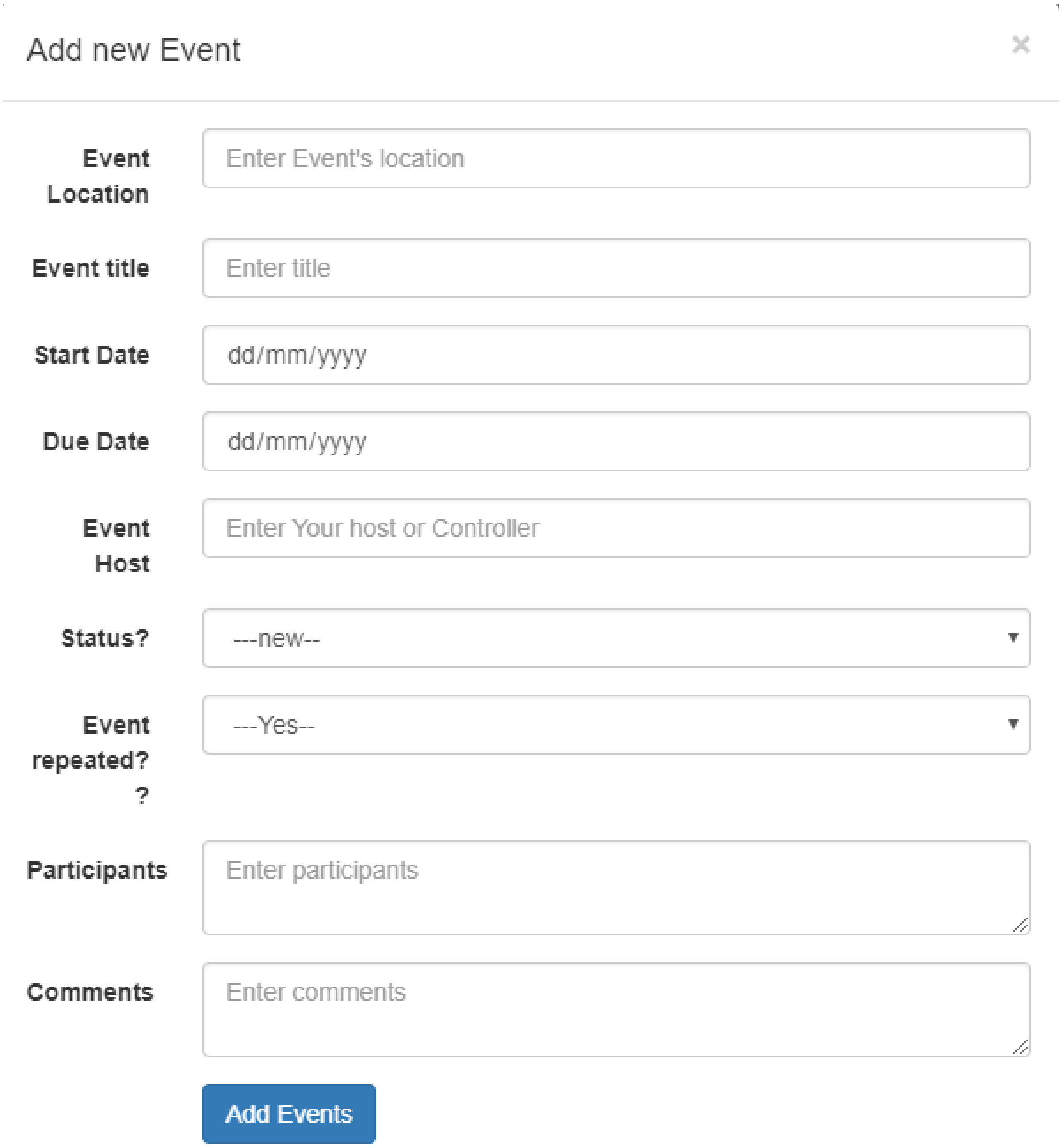



| Event Title | From Date | To date | Location | Host | Partisipants | Repeated? | Status | More |
|---|---|---|---|---|---|---|---|---|
| business ventures event | 2018-12-27 | 2018-12-29 | juja | Robisearch ltd | employees | No | pending | Delete |

Click on the "Add event" module.



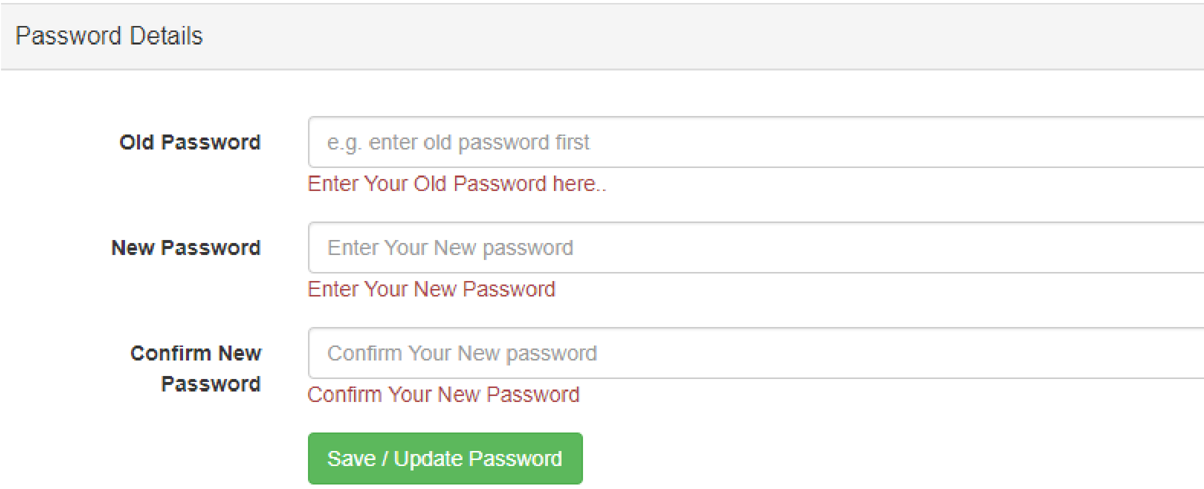

A form will pop up. Enter the details of the event. Then click on "add events" button.


Add new Event
×
Event Location
Enter Event's location
Event title
Enter title
Start Date
dd/mm/yyyy
Due Date
dd/mm/yyyy
Event Host
Enter Your host or Controller
Status?
---new--
Event repeated??
---Yes--
Participants
Enter participants
Comments
Enter comments
Add Events

# Change password

This module is where one changes the password of the system. Enter the old password then the new password then confirm new password.

Click on “save /update password” button.



# Contact us for enquiries,

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